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Procedures necessary for conducting facility inventories and space utilization studies for Idaho's higher education institutions are directed towards establishing a coordinated, comprehensive planning system. The specific objectives are to provide data necessary to plan intelligently for future facilities construction needs, and to provide some of the data necessary for state-wide comprehensive planning in higher education. This manual for facility inventory and space utilization research is considered the initial step in a comprehensive master plan. Consisting of three sections, the manual outlines procedures for building and room inventories and utilization studies with each section detailing how the studies are to be implemented and evaluated. The appendices contain additional information required to complete the studies such as classification systems, directions for survey teams, and room and building codes. (BH)

FACILITIES INVENTORY
and
SPACE UTILIZATION

PROCEDURES MANUAL

August 30, 1967

IDAHO STATE COMMISSION
for
HIGHER EDUCATION FACILITIES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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NOTE: Because of the inevitability of revisions in this manual, continuous pagination has not been used. Instead, each Part and Appendix is numbered individually, e.g., the tenth page in Part II is numbered as II-10, the seventh page in Appendix C is numbered as C-7, etc.

PART I

INTRODUCTION

INTRODUCTION

This manual sets forth the procedures to be followed in conducting an inventory of facilities and space utilization at Idaho's higher education institutions. The development of this manual was supported by a Comprehensive Planning Grant (Title I, HEFA, 1963).

The primary objectives to be accomplished through the facilities and space utilization inventory are 1) to provide the data necessary to plan intelligently for meeting future facilities construction needs, and 2) to provide some of the data necessary for statewide comprehensive planning in higher education.

While a detailed discussion of other uses to which the inventory data might be put would be of interest, only a few can be identified at this stage of Idaho's comprehensive planning. Such additional purposes or objectives to be accomplished might include, but not necessarily be limited to: 1) comparing time/space ratios of public service functions among Idaho institutions and with other states' institutions; 2) projecting facilities construction needs on the basis of the current status of facilities, projected enrollments, institutional master plans, and expected program development; and 3) comparing facilities construction data with institutions and neighboring states with a view toward avoiding over-building at institutions which serve the same general area, etc. As the inventory is being conducted, other potential uses or objectives will undoubtedly be developed.

The facilities and space inventory is the first step in the development of coordinated comprehensive planning for all of Idaho higher education. This inventory--if uniformly accomplished across the state--can provide some of the basic data upon which plans can be built for meeting Idaho's future higher education needs.

Following this Introduction, the Procedures Manual is divided into five Parts. Of these, Parts II-IV contain statements of the scope of the Building, Room, and Utilization Inventories. Part V explains the mechanics of conducting the inventories; and Part VI contains the necessary appendices.

The Building Inventory will produce thirty kinds of information for every building on a campus. These are defined and discussed in Part II. Compilation of these data should provide information sufficient to meet normal data reporting requirements in addition to providing a reasonably comprehensive inventory of an institution's facilities.

The Room Inventory is more complex than the Building Inventory in that four "conceptual dimensions" will have to be determined in addition to the usual physical measurements. These four conceptual dimensions are:

1) Type of Room, e.g., classroom, office, laboratory, etc.
2) Organizational Unit (to which the room is assigned for use)
3) Subject Field (for which the room is used)
4) Function, e.g., instruction, research, public service, etc.

Determining these dimensions--in addition to the physical measurements of a room--will enable institutions 1) to avoid and/or solve existing problems of terminology (especially for reporting purposes), 2) to provide uniform (and uniformly comparable) data, and 3) to obtain a much more comprehensive portrait of the facilities available. This multi-dimensional concept is defined and discussed in Part III.

Part IV contains an explanation of the space utilization survey and sets forth recommended procedures for accomplishing the survey.

Part V sets forth recommended procedures for conducting the Building and Room Inventories.

Part VI consists of eight appendices. These contain the categoric identifications and codes necessary to complete the Inventories.

It should be noted that the directions provided in Parts II-VI for the Building and Room Inventories as well as those provided for the Space Utilization Survey are intended as recommended directions only. Different inventory problems will be encountered on the several campuses, and these will require departure from the recommended directions.

Suggestions for corrections, revisions, and/or additions in the procedures manual should be sent to the Facilities Commission Executive Secretary. No over-all re-writing of the manual is contemplated for the immediate future; minor revisions, correction of errors, etc., will be made as attention is called to them.

In addition, if an institution encounters a problem in conducting the Inventories and the Survey--and then solves it--please advise this office so the Executive Secretary can make the information available to all the institutions.

PART II

BUILDING INVENTORY DESCRIPTION

BUILDING INVENTORY DESCRIPTION

A description of a number of quantifiable characteristics is required for a meaningful building inventory. Among the items of information that institutions may find useful for their own purposes as well as for state and national reporting requirements are gross square feet, assignable square feet, estimated replacement value, and others.

While the kinds of information that can be produced by a building inventory are probably beyond counting, several necessary types of information can be specified. Among these are the items listed below; these data, when gathered uniformly by institutions, can produce a meaningful and informative statistical portrait of the current status of the buildings in all higher education institutions in the State. Such information is basic to intelligent comprehensive planning, especially as such planning includes new facilities construction.

1) Building Number
2) Building Name
3) Institutional Identification
4) Ownership
5) Initial Occupancy
6) Current Estimated Replacement Value
7) Actual Capital Investment
8) Source of Funds*
9) Construction Costs
10) Furnishings Cost
11) Other Project Costs
12) Fallout Shelter
13) Function Type
14) Secondary Function Type
15) Construction Type
16) Total Interior Sq. Ft.
17) Custodial Sq. Ft.
18) Circulation Sq. Ft.
19) Mechanical Sq. Ft.
20) Construction Sq. Ft.
21) Gross Sq. Ft.
22) Assignable Sq. Ft.
23) Number of Floors
24) Floor Type
25) Basements, Attics
26) Building Condition
27) Heating
28) Cooling
29) Elevators
30) Roof Type
31) Roof Condition
32) Other

*Actual capital investments for buildings initially occupied after June 30, 1964.

For ease in completing the Building Inventory, the items have been divided into two groups: 1) Historical Data (items 1-14), and 2) Field Data (items 15-31). The first group, Historical Data, can be completed by, or in, one or more administrative offices. Most, if not all, of the second group, Field Data, will require physical inspection and/or measurement of the building.

The card form shown below illustrates how all the Historical and Field data required for a reasonably complete building inventory can be recorded quickly and concisely. Such a card would be suitable for a permanent record (on a comparatively small campus) as well as being suitable for machine coding use on a campus of any size.

BUILDING INVENTORY

1) Bldg No ☐☐☐☐ 2) Bldg Name ☐☐☐☐☐☐☐☐☐☐
3) Inst Ident ☐☐☐☐ 4) Ownership ☐ 5) Initial Occupancy ☐☐☐☐☐
6) Cur Est Replcmnt Val ☐☐☐☐☐☐☐ 7) Actl Captl Investment ☐☐☐☐☐☐☐
8) Funds ☐☐ 9) Constr Costs ☐☐☐☐☐☐☐ 10) Furn's Costs ☐☐☐☐☐☐☐
11) Other Project Costs ☐☐☐☐☐☐☐ 12) Fallout Shltr ☐ 13) Funct Type ☐☐☐
14) 2nd Funct ☐☐☐ 15) Constr Type ☐ 16) Tot Int Sq Ft ☐☐☐☐☐☐☐☐
17) Cust Sq Ft ☐☐☐☐☐☐☐ 18) Circ Sq Ft ☐☐☐☐☐☐☐
19) Mech Sq Ft ☐☐☐☐☐☐☐ 20) Constr Sq Ft ☐☐☐☐☐☐☐ 23) No. Flrs ☐☐
21) Gross Sq Ft ☐☐☐☐☐☐☐ 22) Assign Sq Ft ☐☐☐☐☐☐☐
24) Flr Type ☐☐☐ 25) Basements, Attics ☐☐☐ 26) Bldg Cond ☐ 27) Heat'g ☐
28) Cooling ☐ 29) Elevators ☐☐ 30) Roof Type ☐ 31) Roof Cond ☐
32) Other: ____.

Name of Surveyor ______________________. Survey Date ________________.

The following pages contain explanations of these items. So that institutions can see and understand the scope of the entire Building Inventory concept, all thirty-two items are discussed.

DISCUSSION OF BUILDING INVENTORY ITEMS

Historical Data

1) Building Number. A unique number should be assigned to every building on the campus. This number should serve no function other than to identify a specific building. For example, this number should not be used to assist in sorting or listing buildings alphabetically.

It is recommended that the chronology of buildings' initial occupancy be used in assigning numbers. For example, the building first occupied on a campus should be assigned the number 0001, the second building occupied 0002, and so on. This system is based on the assumption that buildings no longer in existence and/or buildings not being used and/or buildings not definitely planned for use and/or scheduled for razing would not be assigned numbers.

The same number should be used on the Room Inventory forms.

2) Building Name. Enter here the name of the building or a readily recognizable ten-digit abbreviation of the name.

3) Institutional Identification. An institutional identification number is required for various State and Federal reporting requirements. Please see Appendix A for a list of Institutional Identification numbers. Enter this number on the appropriate line on every building inventory form.

4) Ownership. The following codes should be used to indicate the basis on which the building is available to the institution:

1 Owned by the institution or is being paid for on an amortization schedule.

2 Not owned but leased or rented in its entirety to the institution at a typical local rate.

3 Not owned by the institution, but made available to it at either no cost or at a nominal rate.

4 Title to the building is currently vested in a holding company or building corporation or commission to which payments are being made by the institution. This category includes lease-purchase arrangements.

5 Not owned by the institution, but shared with an institution of other than college level.

6 Shared with another institution of collegiate level.

5) Date of Initial Occupancy. Two kinds of information are needed here. Indicate the calendar year in which the building was first occupied--even though this date may be earlier than building completion.

One of the following codings should also be made:

1 Unknown
2 Prior to 1900
3 1900 - 1939
4 1940 - 1949
5 1950 - 1959
6 1960 -

For example, a building completed in 1920 would be coded 11920.

6) Current Estimated Replacement Value. This should be stated to the nearest thousand dollars. This estimate is to be based on the full insurable value of the building.

7) Actual Capital Investment. The actual capital investment, including capitalized additions and/or renovations, should be stated to the nearest thousand dollars.

8) Source of Funds. The source of funds for all buildings initially occupied after June 30, 1964, should be identified and stated to the nearest thousand dollars. The Table on the following page shows typical funds sources and appropriate code numbers. The detailed items identified, when added, should produce a total equal to the actual capital investment.

9) Construction Costs. The amount to be entered here will include contract costs (general, mechanical, electrical, elevator, laboratory equipment, etc.), utility and site costs to a point five feet outside the building, architectural expenses, professional service costs, project supervision, and other on-site inspection service costs, such as surveys, test borings, etc.

10) Furnishings Costs. Enter here the amount that would need to be expended for total replacement of movable equipment, i.e., that equipment not requiring utility connections, fixed electrical hook-up, etc. Expendable items, e.g., office machines, laboratory equipment, etc., are not to be included here.

11) Other Project Costs. Enter here the amount for land acquisition, site clearance, parking lot costs, utility and site costs beyond five feet from the building, equipment and furnishings costs not included above, and other costs not included under construction or furnishings costs.

12) Fallout Shelter. Enter here the number for the statement below best describing the status of this building as a fallout shelter:

1 Building was NOT included in the National Shelter Survey.

2 Building was included in the National Shelter Survey, but was NOT licensed as a fallout shelter.

3 Building was licensed as a fallout shelter, but has NOT been stocked.

4 Building was licensed as a fallout shelter and is stocked.

SOURCE OF FUNDS BY CATEGORY FOR ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

			Thousands of Dollars
Governmental Appropriations	01	State government	
	02	Local government	
Federal Government Grants	03	Title I HEFA, P.L. 88-204	
	04	Title II HEFA, P.L. 88-204	
	05	Public Health Service	
	06	National Science Foundation	
	07	Other: Specify	
Direct Tax Levy	08	State government	
	09	Local government	
General Obligation Bonds	10	State government	
	11	State authority	
	12	Local government	
	13	Institutional	
	14	Title III HEFA loans under P.L. 88-204	
Revenue Bonds	15	College Housing Loan Program HUD	
	16	Other than from HUD	
Other	17	Pledged student building fees	
	18	Gifts and grants	
	19	Current funds	
	20	Investment of or borrowed from endowment funds	
	21	Investment of or borrowed from other college funds	
	22	Borrowed from private or commercial sources outside the institution	
	23	Source unknown	
	24	Other: Specify	

13) Function Type--Primary. Enter the coding, based on the Table below, best identifying the primary function of this building.

FUNCTION TYPE--PRIMARY

Instructional

11	Classroom Bldg
12	Instructional Lab Bldg
13	Library
14	Gymnasium, Swimming Pool
18	Other Instructional
19	Multi-purpose Instructional (Combination of the above)

Organized Activities and Instruction Research Related

21	Demonstration School
22	Home Management Lab
23	Extension
24	Experiment Station
25	Museum
29	Other General Facilities

Research

31	Physical and Natural Sciences
32	Social Science Research
33	Agricultural Research
34	Engineering Research
39	Multi-purpose Research

General Office

41	Faculty Office Bldg
42	Administrative Office Bldg
43	Research Office Bldg
44	Multi-purpose Office Bldg

Campus Service and Related

51	Maintenance Bldg
52	Garage Bldg
53	Warehouse Bldg
54	Utility and Power Bldg
55	Heating and/or Cooling Bldg
59	Security Bldg

Assembly Building

61	Auditorium or Theatre Bldg
62	Chapel Bldg
63	Field House, Armory, or Gym
64	Stadium

Residential Facilities

71	Men's Residence
72	Women's Residence
73	Coeducational Residence
74	Married Students' Housing
75	Faculty and/or Staff Housing
76	Fraternity House
77	Sorority House
78	Agricultural Farm Housing
79	Other

Student Activity, Service, and Related

81	Food Service Bldg
82	Health Service Bldg
83	Student Union Bldg
84	Student Personnel Services Bldg
89	Other

14) Functional Type--Secondary. If the building performs a clearly recognizable secondary function, enter the appropriate coding. Use the Table above.

Field Data

15) Construction Type. Following are the names of typical construction types; enter the coding best describing the building.

1 Wood frame
2 Wood frame with masonry veneer
3 Load-bearing masonry and wood construction
4 Load-bearing masonry and steel construction
5 Steel frame or skeleton with masonry or metal walls
6 Lift slab reinforced concrete
7 Reinforced concrete
8 Primarily glass
9 Other or miscellaneous

16) Total Interior Square Feet.

17) Total Custodial Square Feet.

18) Total Circulation Square Feet.

19) Total Mechanical Square Feet.

20) Total Construction Square Feet.

21) Gross Square Feet.

PLEASE SEE APPENDIX B FOR INSTRUCTIONS FOR THE MEASUREMENT OF EACH OF THESE AREAS.

22) Assignable Square Feet. This total is to be computed from the room inventory for each building. Assignable area means the total of all areas on all floors of a building. This includes areas assigned to, or available for assignment to, an occupant; this also includes every type of space functionally usable by an occupant.

23) Number of Floors. Enter the number of floors in the building excluding basements and attics.

24) Floor Type. Enter the coding best identifying the type of flooring in the building.

- 1 Exposed concrete
- 2 Terrazzo
- 3 Wood
- 4 Composition floors
- 9 Other

25) Basements, Attics. Include in Building Inventory all basements and attics, full or partial, that are structurally usable, and that have headroom of 6'6" or more. Note: These spaces are also known by terms such as tower room, roof house, et al. Use one of the following codes.

- 1 One basement
- 2 Two basements
- 3 Attic only
- 4 Attic and basement
- 5 Attic and two basements
- 6 Two or more attics
- 7 Other combination

26) Building Condition. Each building should be evaluated according to its condition. This evaluation should be made of the building only and should exclude movable equipment and/or furnishings within the structure. Enter one of the three following codes.

- 1 The building is in satisfactory condition, i.e., need only normal up-keep, maintenance, and/or minor repair.
- 2 The building needs major rehabilitation.
- 3 The building should be razed and/or is scheduled to be razed.

27) Heating. Enter the code best describing the heating system for the building.

1 Steam, central system, central plant
2 Steam, system serving this building only
3 Circulating hot water, central system, central plant
4 Circulating hot water, system serving this building only
5 Circulating hot water, multiple system in building
6 Warm air furnaces
7 Space heaters
8 Heat pump forced-air system
9 Other, e.g., electric, combination of above, etc.

28) Cooling. Enter the code best describing the cooling system for the building.

1 Refrigerated air, window units
2 Evaporative cooling
3 Refrigerated air, system serving this building only
4 Forced untreated air
5 Refrigerated air, room units (i.e., units which serve a relatively small portion of the whole building.)
6 Refrigerated air, central system, central plant
7 Heat pump, forced air system
8 None
9 Other

29) Elevators. Indicate the kind and number of elevators in the building.

1 Freight elevators _____
2 Personnel elevators _____
3 None

30) Roof Type. Enter the code best describing the type of roof material used on the building.

1 Built-up tar or asphalt
2 Built-up tar or asphalt and gravel
3 Built-up tar or asphalt with insulation
4 Clay tile
5 Composition-asphalt shingle
6 Asbestos
7 Corrugated metal
8 Metal
9 Other

31) Roof Condition. Enter one of the following codes.

1 Roof is in satisfactory condition, i.e., needs only normal upkeep, maintenance, and/or minor repair.

2 Roof needs major rehabilitation

3 Roof should be replaced

32) Other

PART III

ROOM INVENTORY DESCRIPTION

ROOM INVENTORY DESCRIPTION

Minimal requirements for a room inventory require the ability to distinguish one room from another; usually some sort of building designation and a room number will suffice. However, this provides only an identification and approximate location of room space on a campus.

A more comprehensive inventory will require, as this one does, some sort of quantitative measure of available room space. This is usually referred to as "assignable square feet." An evaluative dimension must also be measured, and this can be expressed by the question: How much of each kind of space is there?" A fuller discussion of these concepts is found in Part I.

To compile a uniform room inventory that will be meaningful to individual institutions as well as provide a source of data for internal, State, and Federal reporting requirements, the following "dimensions" of rooms will have to be measured:

1) Type of Room, e.g., classroom, faculty office, laboratory, etc.
2) Organizational Unit (to which the room is assigned)
3) Subject Field
4) Function, e.g., instruction, research, public service

In addition, the number and kinds of stations should be determined as well as certain other features, e.g., CCTV capability, etc.

The data listed below include those bits of information which can provide a meaningful room inventory for all campuses across the State:

1) Building Number & Name
2) Room Number
3) Room Type
4) Organizational Unit
5) Subject Field
6) Function
7) Physical Data
   Stations, Floor Area, Assignable Square Feet, Floor Type Ceiling Type, Seating, Lighting, & Special Features
8) Adm. Coding
   Room Type, Organizational Unit, Subject Field, & Function
9) Date of Survey
10) Surveyor
11) Notes

The card form shown below illustrates how the data required could be recorded with comparative ease. Properly briefed and trained, a field survey team could complete all the items shown on the card form except item 8. This item requires a familiarity with the concept of this multi-dimensional inventory that would be unnecessary for members of a survey team to acquire. (See also, Part V, Inventory Procedures).

ROOM INVENTORY

1) Bldg Ident ☐☐☐☐ (No), ☐☐☐☐☐☐☐☐☐☐ (Name). 2) Room Number ☐☐☐☐

3) Room Type ____________________. 4) Org Unit ____________________.

5) Subject Field ____________________. 6) Function ____________________.

7) Physical Data: Stations ☐☐☐☐		Floor Type ☐	Floor Area ☐☐☐☐☐☐	
Lgtng ☐	Seatng ☐	Spec Features ☐	Assign Sq Ft ☐☐☐☐☐☐	Ceiling Type ☐

8) Administrative Coding:			
Room Type	Org Unit	Subj Field	Function
☐☐☐___	☐______	☐☐☐___	☐☐☐_

9) Date of Survey ______________. 10) Surveyor ____________________.

11) Notes:

Please sketch this room on the back of the card.

All the items on the above card form are discussed on the following pages. So that institutions can see and understand the entire multi-dimensional Room Inventory concept, all the items are discussed.

DISCUSSION OF ROOM INVENTORY ITEMS

1) Building Identification. The four-digit number should be the same as the one that appears on the Building Inventory card for that facility. The name of the building should also be stated in full or by a readily recognizable abbreviation.

2) Room Number. State the room number as of the most recent date and/or change. Memorialized rooms, areas, etc., if they are not numerically identified, should have numbers assigned to them. "Rooms within rooms," e.g., walk-in closets, storerooms, darkrooms, etc., should have numbers assigned to them; if this is impractical, assign an alphabetic suffix to the regular room number.

3) Type of Room. Briefly, but definitively, describe the room. This description must be accurate enough to allow coding in item 8) according to the Standard Classification of Room Types in Appendix C.

4) Organizational Unit. Briefly, but definitively, designate the organizational unit responsible for the room. This designation must be accurate enough to allow coding in item 8) according to the Standard Classification of Organizational Units in Appendix D.

5) Subject Field. Briefly, but definitively, describe the subject field or academic discipline for which the room is used. This description must be accurate enough to allow coding in item 8) according to the Standard Classification of Subject Fields in Appendix E.

N.B. No Subject Field entry will be necessary for rooms responsible to the following Organizational Units: General Administration and Institutional Services; Auxiliary Services; Non-Institutional Agencies; and Unassigned.

6) Function. Briefly, but definitively, describe the function served by this room. This may frequently be the same as in item 4). This description must be accurate enough to allow coding item 8) according to the Standard Classification of Functions in Appendix F.

N.B. An entry other than that which appears in 4) above may be necessary for rooms responsible to the following Organization Units: Departments of Instruction and Research; Organized Activity Units; Organized Research Units; and Public Service Units.

7) Physical Data. The data called for below will require, in most instances, visiting the room for determination of the several characteristics to be listed.

Stations. Enter the number of stations provided by the room as determined by the Uniform Building Code rating for the room. Numbers of stations should be reported for only the following Room Types (See Appendix C for descriptions of the several Room Types.):

110	Classroom
210	Class Laboratory
410	Study Rooms
420	Stack
430	Open-Stack Study Room
610	Assembly Facilities

Floor Area. Enter the gross square feet for the room. Appendix B, Standard Classification of Building Areas, provides directions for determining the square footage of this area.

Assignable Square Feet. Enter the assignable square feet for the room. Appendix B, Standard Classification of Building Areas, provides directions for determining this square footage.

Floor Type. Enter the code best indicating the type of flooring in the room.

1 Exposed concrete
2 Terrazzo
3 Wood
4 Composition floors
9 Other

Ceiling Type. Enter the code best indicating the type of ceiling in the room.

1 Acoustic tile
2 Concrete
3 Plaster
4 Wood
9 Other

Seating. Enter the code best describing the seating of the room:

1 fixed, with tablets
2 fixed, without tablets
3 movable, with tablets
4 movable, without tablets
5 tiered, with tablets
6 tiered, without tablets
7 seminar seating arrangement
8 combination of any two above
9 other

Lighting. Enter the code best describing the lighting of the room.

1 Flourescent
2 Incandescent
3 Other

Special Features. Enter the code best describing the special features of the room, e.g., special built-ins or other features giving the room a special capability:

1 CCTV
2 fixed projector
3 fixed viewing screen
4 sound treated walls and/or ceiling
5 lighted for film viewing
6 intercom system
7 other

8) Administrative Coding. This item should be completed by the administrator in charge of the inventory of the campus.

Room Type. Enter the appropriate code after consulting Appendix C, Standard Classification of Room Types. The additional lines are optional for use by institutions needing a more detailed code.

Organizational Unit. Enter the appropriate code after consulting Appendix D, Standard Classification of Organizational Units. The additional lines are optional for institutions needing a more detailed code.

Subject Field. Enter the appropriate code after consulting Appendix E, Standard Classification of Subject Fields. The additional lines are optional for institutions needing a more detailed code.

N.B. In cases of " departmental" assignments, e.g., "Speech for Teachers," or "Educational Psychology" the entry for this item should indicate the academic discipline rather than the department, e.g., "Speech for Teachers," "Educational Psychology," "Agricultural Economics,"etc.

Function. Enter the appropriate code after consulting Appendix F, Standard Classification of Functions.

9) Date of Survey. This entry should reflect 1) the day the information was gathered, and 2) the most recent change(s) occuring in the room.

10) Surveyor. Signature of the surveyor.

11) Notes.

PART IV

SPACE UTILIZATION DESCRIPTION

SPACE UTILIZATION

The space utilization survey detailed on the following pages is designed to provide a comprehensive view of the status of space used for credit-bearing and related activities on the several campuses. The data gathered through this survey can be used to make judgments regarding room use efficiency, to point up space not being used to the best advantage; and, most important, such data can be used in determining future facility needs.

The present utilization survey is concerned solely with space in which credit-bearing (and related) activity takes place. Therefore, the type of room, the room occupant, the activity in the room, and the use time of the room must be quantified for those spaces on a campus used for this purpose.

Any gathering and comparing of such quantifiable data must also take into account other unquantifiable factors.

1. Different institutional, departmental, and instructional concepts, philosophies, and teaching techniques will cause the utilization data to be viewed differently by institutions and individuals.
2. Different programs and activities (e.g., instruction, research, public service, etc.) require different kinds and amounts of space.
3. While the primary purpose of an institution of higher education is instruction and research, the satisfactory accomplishment of this purpose requires a heavy commitment to space for activities that support the instruction-research activity; the space devoted to supportive activities generally is unsuited and/or unavailable for instruction research activity.
4. The quality of instruction-research space and the intensity of its use will vary on any given campus.

Given the assumptions outlined in the preceding paragraphs, the following space utilization survey is recommended for all institutions in the State.

Because the kinds of data required for a meaningful space utilization survey cannot be gathered conveniently by a field survey team conducting a facilities inventory, the space utilization data will have to be gathered at the departmental level. The following pages contain 1) a space utilization form to be completed by every faculty member who teaches on a campus, and 2) instructions for the completion of the form. Twenty-six items of information are called for on the form. Of these, only nineteen are to be entered by the faculty member; the other seven are to be completed by the institution's facilities inventory supervisor. This survey form can be kept as a permanent record on small campuses and used for machine coding on a campus of any size.

It should be noted that the faculty member will need to complete one survey form for every class he teaches, undergraduate or graduate, meeting regularly or not. It is recommended that the survey form be completed during the first day of classes following the deadline for student schedule changes.

Each institution will want to decide how the forms should be distributed. It is recommended that the collection of these data be coordinated by the Facilities Commission Advisory Council member on each campus and that he work through the offices of his Dean and Registrar to the departmental level. In small departments, it may well be that the chairman can collect all the data for space used by his faculty members.

Over-all coordination of the space utilization survey will be centered in the office of the Facilities Commission Executive Secretary.

SAMPLE INSTRUCTIONS FOR FACULTY MEMBERS

You are being asked to assist in the collection of data relating to space utilization on your campus. The Space Utilization Survey form on the following page is designed to collect meaningful utilization data in a uniform manner across the State.

Please complete one form for every class (or other form of instruction) for which you are responsible, i.e., every regularly scheduled class as well as those which may be irregularly scheduled, e.g., Thesis, Problems, etc.

The pages attached to the survey form contain instructions for completing the form. Please type or print clearly in the spaces provided.

N.B. ALWAYS enter the required figures from right to left.

You may encounter situations not accounted for on the form. These might include:

1. Classes or related activities that do not meet in the same room throughout the term.
2. Classes or related activities that meet on varying daily or hourly schedules.
3. Classes or activities that are never assigned to a particular room.
4. Two or more classes or activities meeting in the same room at the same time.
5. Occasional use of a room for a class or related activity, e.g., using the drama department's greenroom for an occasional class meeting.

Should you be faced with one or more of these problems (or others not mentioned), please see your Facilities Commission Advisory Council representative.

SPACE UTILIZATION SURVEY

1	_ _ _ _	Institutional Identification
2	_ _ _	Building Identification
3	_ _ _	Organizational Unit
4	_ _ _	Function
5	_ _ _ _	Room Identification
6	_ _ _ _ _ _ _	Days Used
7	_ _ _ _	Beginning Time
8	_	a.m. or p.m.
9	_ _ _ _	Ending Time
10	_	a.m. or p.m.
11	_	Frequency of Room Use
12	_ _	Weeks of Room Use
13	_ _ _ _	Enrollments or Participants
14	_ _ _ _ _ _	Course Number
15	_ _ _ _	Section Number
16	_ _	Credit Hour Value
17	_	Credit Hour Activity
18	_	Non-Credit Hour Activity
19	_	Course Type
20	_ _	Non-Credit Participants
21	_ _ _ _ _ _ _	Reserved
22	_	Term of Survey
23	_ _	Month of Survey
24	_ _	Year of Survey
25	_	Data Control
26	_	Type Card Index Code

Name ____________________; Dep't ______________; Date ________

SPACE UTILIZATION DESCRIPTION

1. Institutional Identification. ENTER NOTHING HERE

2. Building Identification. ENTER NOTHING HERE

3. Organizational Unit. ENTER NOTHING HERE

4. Function. ENTER NOTHING HERE

5. Room Identification. Enter the room number, including any alphabetic suffix or prefix. For example, if the room number is 301-A, you are to enter 301A. If the room number is 21, you would enter 0021.

6. Days Used. Enter the appropriate codes, shown below, for the days the room is used for the class or activity.

1 Monday
2 Tuesday
3 Wednesday
4 Thursday
5 Friday
6 Saturday
7 Sunday

7. Beginning Time. Enter the time the class or activity actually begins. For example, if the class or activity begins at 8:10, you would enter 0810.

8. a.m. or p.m. Enter the period of day referred to in 7. above.

1 a.m.
2 p.m.

9. Ending Time. Enter the time the class or activity actually ends. For example, if the class or activity ends at 10:30, you would enter 1030.

10. a.m. or p.m. Enter the period of day referred to in 9. above.

1 a.m.
2 p.m.

11. Frequency of Room Use. Enter the appropriate coding for the credit bearing use of the room as a class or activity room.

1 Weekly (every week)
2 Bi-weekly (every two weeks)
3 Tri-weekly (every three weeks)
4 Monthly (every month)
5 Bi-monthly (every two months)
6 Tri-monthly (every three months)
7 Once a semester
9 Other

12. Weeks of Room Use. Enter the total number of weeks in the term period indicated in item 21 below during which the class or activity occupies the room in study and/or instruction.

13. Enrollment or Participants. Enter the number of students who are actually enrolled in the course or other persons who take part in the assigned room activity during the period indicated. This figure should include all levels of instruction. Activity participants refers primarily to participant headcount in non-credit hour producing activity. People auditing or visiting a course are to be counted separately and reported in item 19 below.

14. Course Number. Enter the catalogue course number, including any prefix or suffix.

15. Section Number. Enter the section number, if applicable.

16. Credit Hour Value. Enter the credit hours produced or earned in the course or activity. For example, you would enter 00 for a non-credit producing laboratory, review sessions, etc.

17. Credit Hour Activity. Enter the appropriate code for the type of activity conducted in the room during the course presentation.

Regularly Scheduled:

1 Lecture (general)
2 Seminar
3 Laboratory (non-physical education)
4 Other teachings techniques (e.g., P.E., studio, etc.)

Irregularly Scheduled

1 Guest lectures
2 Field trips
3 Make-up labs

18. Non-credit Hour Activity. Enter the appropriate code for the use of the room.

Room Use Related to Credit Hour Production

1 Exhibition type grading rooms
2 Examinations
3 Guest speakers
4 Practice periods
5 Reviews
6 Study periods

Room Use NOT related to Credit Hour Production

1 General meetings
2 Public service presentations
3 Exhibition
4 Recreational activities

19. Course Type. Indicate the course-room use according to one of the following codes. Leave blank if unapplicable.

1 Activity in course is extension or continuing education related
2 Activity in course is correspondence related

20. Non-credit Participants. Enter the number of persons attending a credit hour producing course presentation without being officially enrolled in the course for credit.

21. RESERVED FOR INSTITUTIONAL USE; ENTER NOTHING HERE.

22. Term of Survey. Enter the appropriate code for the term in which this survey is conducted.

1 First term
2 Second term
3 Intercession
4 Summer session-I
5 Summer session-II

23. Month of Survey. Enter the code corresponding to the month during which the survey is conducted.

01	Jan	07	July
02	Feb	08	Aug
03	Mar	09	Sept
04	April	10	Oct
05	May	11	Nov
06	June	12	Dec

24. Year of Survey. Enter the last two digits of the calendar year in which the survey is conducted.

25. Data Control. ENTER NOTHING HERE.

26. Type Card Index Code. ENTER NOTHING HERE.

RELATED TERMS AND DEFINITIONS

Period	As used in space utilization studies, a period is a unit of time. Generally in institutions of higher education a class period consists of 50 minutes of instruction, with average allowance of 10 minutes for changing classes. A class meeting scheduled for two consecutive hours, possibly a total of 110 minutes, is considered as one class period in this space utilization study. Similarly, a class meeting scheduled for an hour and a half, which in most colleges would amount to 75 or 80 minutes of actual instruction, is recorded as one class period in a space utilization study.
Class Hour	Period of time class meets expressed in hours or fractions of hours.
Class Size	The number of formally enrolled students for each class excluding informally enrolled auditors, based on enrollments recorded after the fifteenth day of the semester. Count as one class all students scheduled to meet at one time in one place (not necessarily a room) with one instructor (or, rarely, one group of instructors).
Credit Hour (Or Credit Value)	The numerical credit value of a one-term course of instruction.
Student-Class-Hours (Per Week)	The sum of the products of each class's enrollment and weekly class-hours. See: Class-Hours (Per Week); Class Size.
Student-Credit Hours	The sum of the products of each course's enrollment and credit-hour value, including individual-study and research courses. (Note that all tabulations of student-credit-hours, and such ratios as student-credit hours per FTE teaching-staff member, represent one-term summations as the measurement of a given semester.)
Total Course-Credit Hours	The sum of the credit-hour values of all courses in which one or more students enrolled in one term of the academic year, counting each differently numbered or alphabetically suffixed course as a separate course. Lecture-laboratory course offerings are handled according to the assignment of course credits by each institution, e.g. a 3-credit hour course which requires 3-hours of lecture and 1-hour of laboratory instruction would show that the laboratory period has NO credit-hour value.

PART V

INVENTORY PROCEDURES

INVENTORY PROCEDURES

The facilities inventory and space utilization survey at each institution should be under the general and direct supervision of each institution's Advisory Council representative. Over-all coordination for these activities will be centered in the office of the Facilities Commission Executive Secretary.

A comprehensive facilities inventory on any campus cannot likely be conducted by a single person; an inventory team, under the direction of the Advisory Council member, will probably produce a more accurate inventory.

The inventory team at each institution should include personnel with the following capabilities; the actual number of team members is immaterial so long as these capabilities are present:

1) A "chief," probably the Advisory Council representative, who a) will provide leadership for the rest of the team; b) will be able to work well with other administrative officers, e.g., deans, department heads, etc., to explain the inventory system, to secure approval and cooperation at all levels, and to secure the necessary data; and c) will make the decisions necessary to the accurate determination of the kinds of space on a campus--as well as other decisions resulting from the need to be, occasionally, somewhat arbitrary in classifying space.

2) A person familiar with buildings in general and preferably with some knowledge of building construction who can work with architectural drawings.

3) X number of people whose intelligence, decision-making and direction-following ability can be relied upon, who will be responsible for the accurate measurement, collection, and recording of the necessary field data; some skill in sketching would be a decided asset.

4) A person with clerical and data processing capabilities who is, or who could be made, available on other than a temporary basis; this is a key position in that this person will be responsible for developing what will become a perpetual facilities inventory on the campus.

After the team personnel have been selected, the Facilities Commission Executive Secretary will, upon an institution's request, conduct a briefing session for survey team members and assist them in conducting a pilot inventory. (See Appendix G for a list of survey team materials.)

Once the survey team personnel have been selected and briefed, the next step is the taking of the Building Inventory. (See Part II for discussion and definition of the kinds of data to be collected.) It is recommended that survey forms be distributed to the field survey team members with only the building identification number and/or name entered on the forms. After items 15-30 have been completed, the forms should be returned to the inventory supervisor for entering the data required for items 1-14.

After the Building Inventory has been completed, the next activity to be performed is the Room Inventory. (See Part III for discussion and definition of the kinds of data to be collected.) It is recommended that the Room Inventory survey forms be distributed to the field survey team with only the building name and/or number entered on the forms. The field team members should be directed to enter the data for all items except items 4 and 8.

In briefing the field survey team, it is vitally important that they understand the need for careful definitions of items 3-6; their definitions of these items will be used by the team supervisor in entering the codings for items 4 and 8.

Much of the data required for this inventory can be secured from architect's and as-built drawings as well as from other institutional sources of data. These information sources should be utilized to the greatest extent possible--consistent with accurate data recording--to reduce the need for visiting all the buildings and rooms on a campus.

For those buildings and rooms that do require on-site measurement, etc., it is recommended that the surveying be done by three team members; two will do the actual measuring while the third observes, makes calculations, and records the data. A sketch of each room should be drawn on the back of each Room Inventory form.

Each institution will want to devise a system for spot checking and/or confirming the accuracy of the data collected by physical measurements in the Building and Room Inventories. In some cases, it may also be necessary to confirm measurements taken from drawings by actual measurement. These checks should be made with reasonable thoroughness so that errors which may have crept in can be eliminated and not be allowed to influence future inventories.

Each institution will want to devise some means of recording, processing, and/or displaying the collected data. At institutions that have computer capabilities, these data can be machine processed; at all institutions, the survey cards can be used as permanent records. Because this matter is essentially an institutional question, no recommendation is made here other than that all institutions collect and record the same data in the same manner through the card form stage.

The source of field survey team members, their rate of pay, the time of day and/or week for measurement activities, the determination of assignments, the flow of data as collected, etc., are decisions best made by the inventory supervisor on each campus. In all cases, the Advisory Council member, or someone designated by him, should make the final decision on questions arising from the survey activities.

The inventory supervisor at each institution will want to determine how much of the required information can be obtained from other sources before the field survey actually begins.

Finally, the survey team directions contained in Appendix G are only suggested. Local differences will require adaptation of appropriate techniques and directions other than those contained in Appendix G.

APPENDIX A

INSTITUTIONAL IDENTIFICATION CODES

APPENDIX A

INSTITUTIONAL IDENTIFICATION CODES

0001	University of Idaho
0002	The College of Idaho
0003	Lewis-Clark Normal School
0004	Magic Valley Christian College
0005	Northwest Nazarene College
0006	Ricks College
0007	Idaho State University
0008	Boise College
0009	North Idaho Junior College
0010	College of St. Gertrude
0011	College of Southern Idaho

APPENDIX B

STANDARD CLASSIFICATION
of
BUILDING AREAS

NOTE: The information in this Appendix is based on Technical Report No. 50, Federal Construction Council, Task Group T-56.

APPENDIX B

STANDARD CLASSIFICATION OF BUILDING AREAS

A logical beginning in devising a physical facilities inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

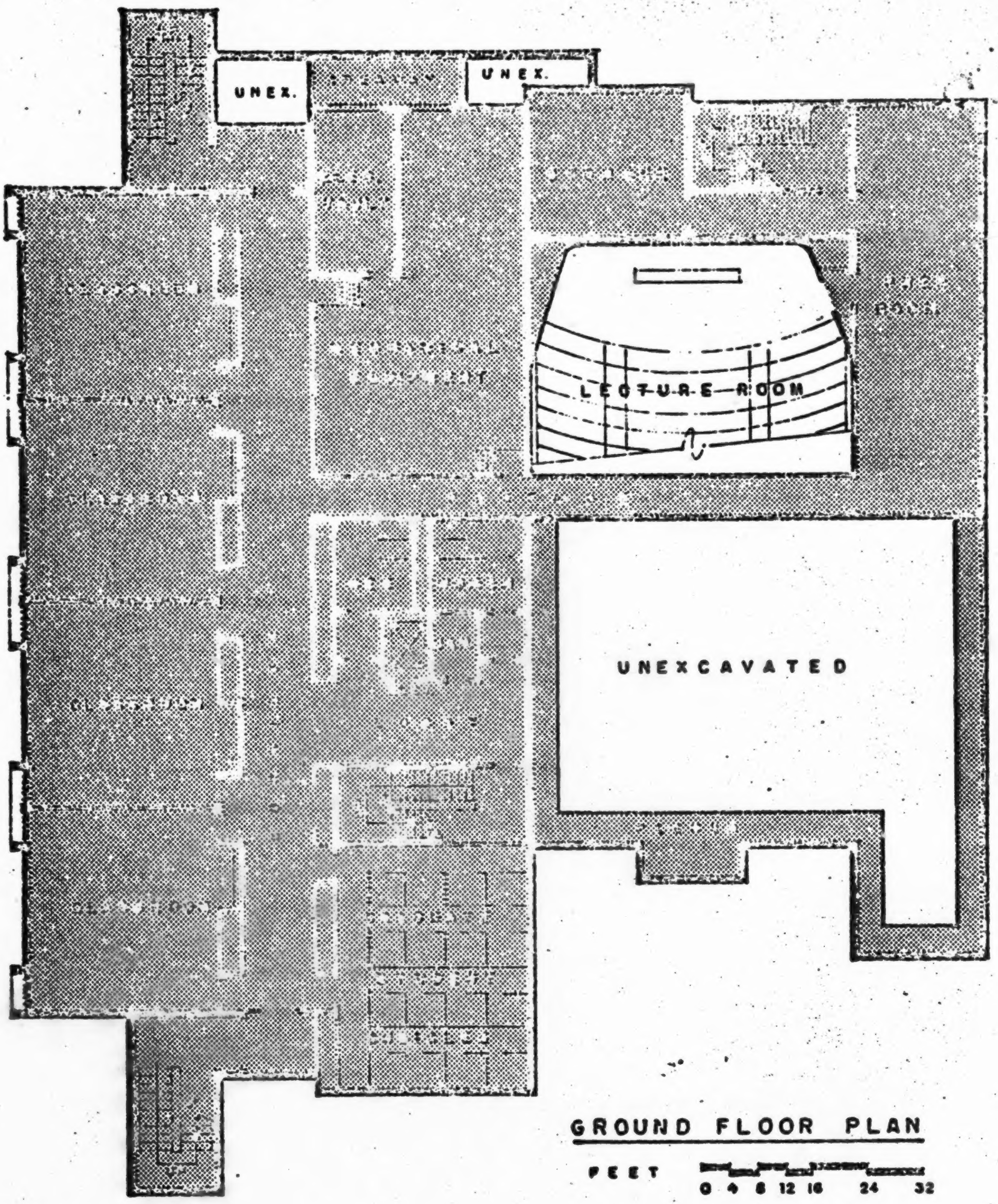
1. Gross Area
2. Net Assignable Area
3. Custodial Area
4. Circulation Area
5. Mechanical Area
6. Construction Area

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

---

*The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."



GROUND FLOOR PLAN

1. Gross Area

   a. Definition

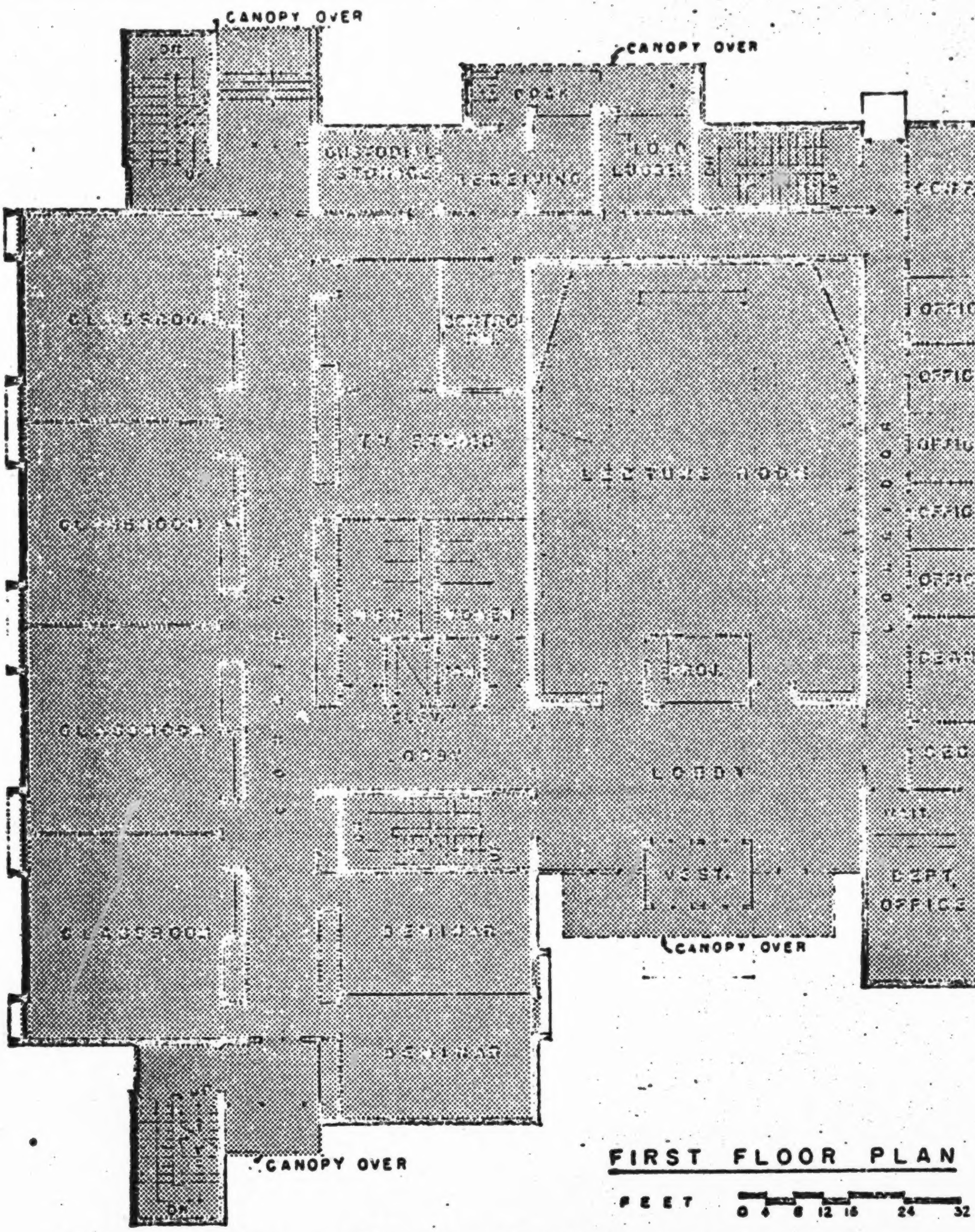
   "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement

   Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

   c. Description

   In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages,



FIRST FLOOR PLAN

CANOPY OVER
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DN
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CONF.
CLASSROOM
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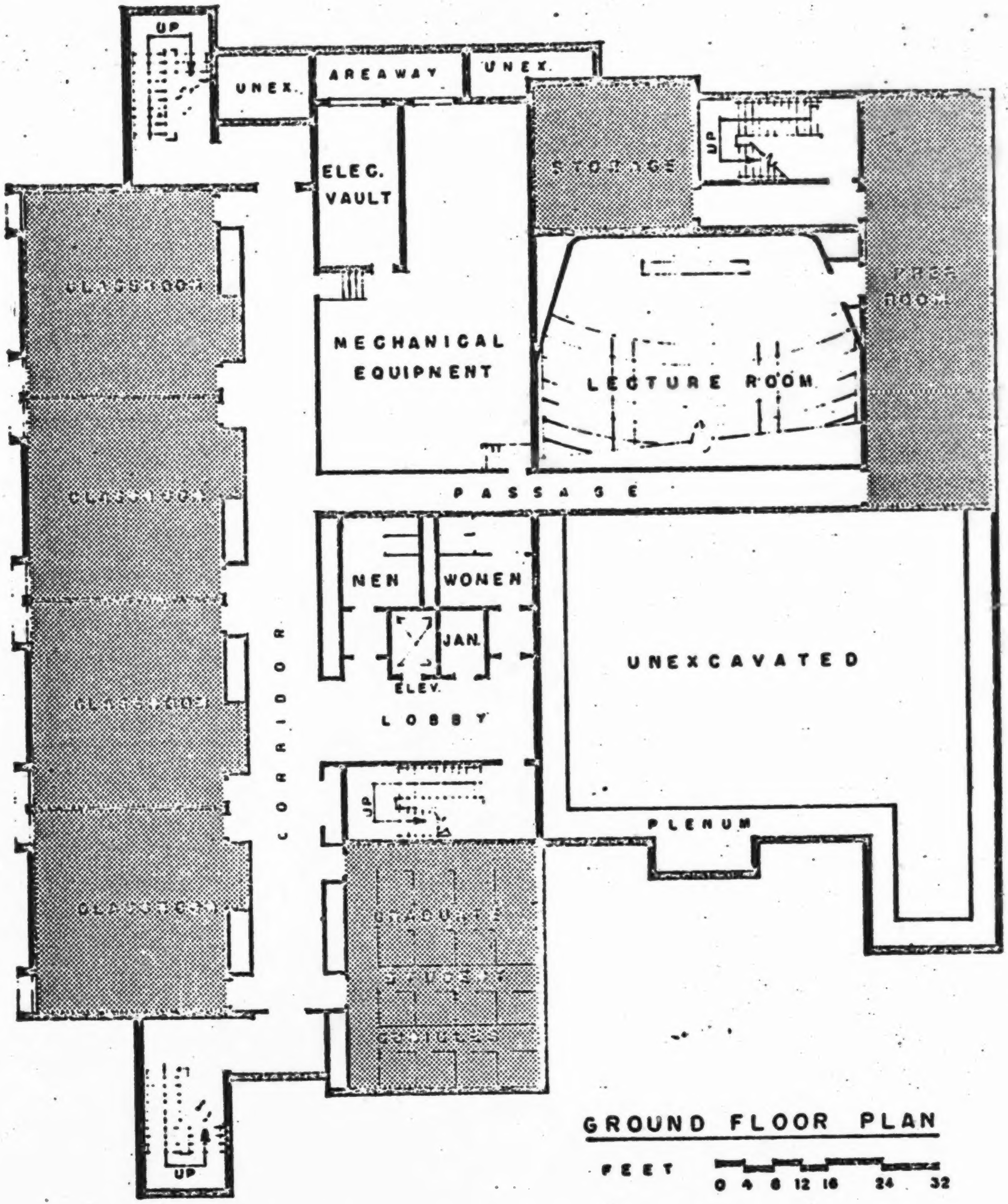
32

enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.



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0 4 8 12 16 24 32

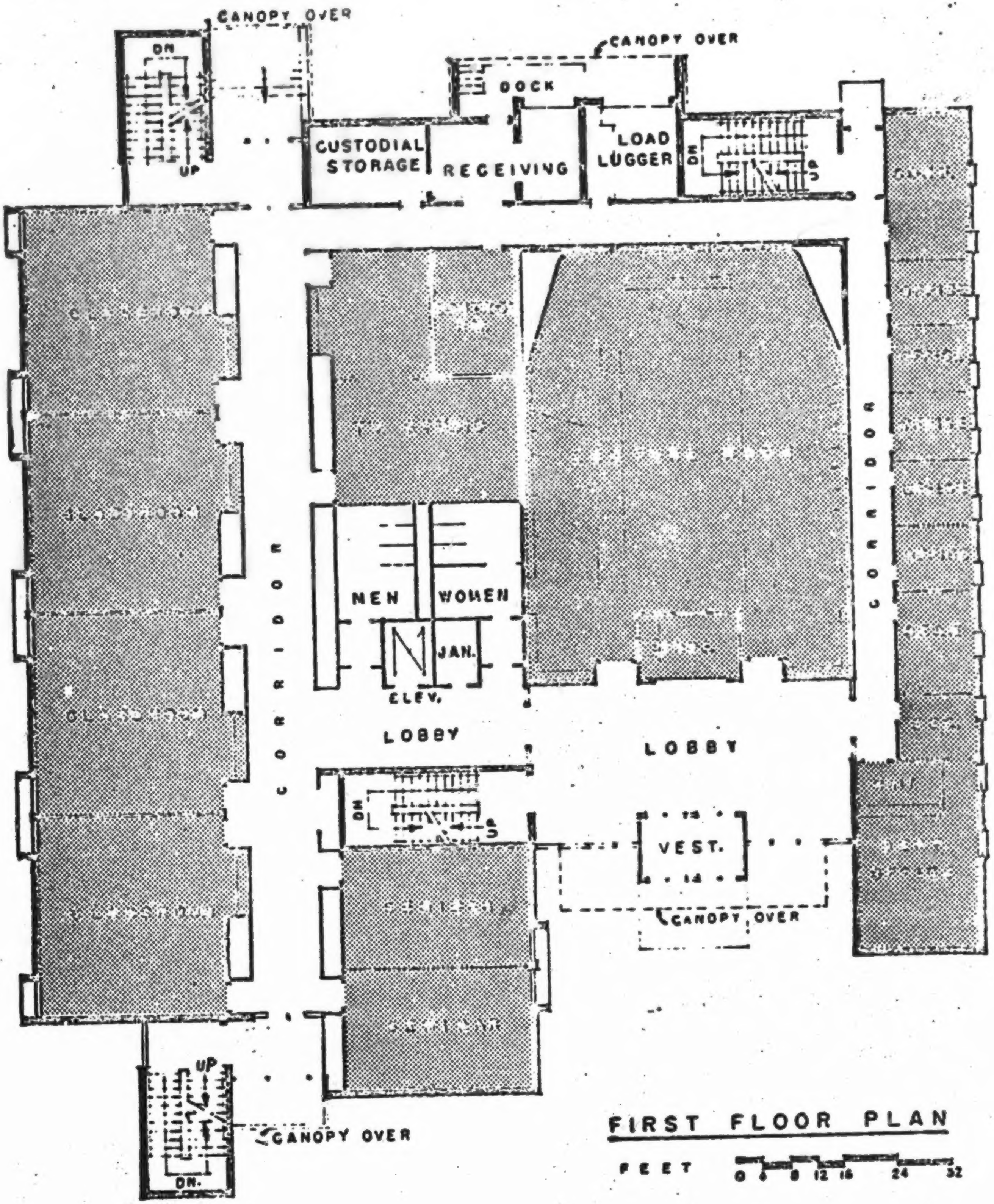
GROUND FLOOR PLAN

2. Net Assignable Area
   a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.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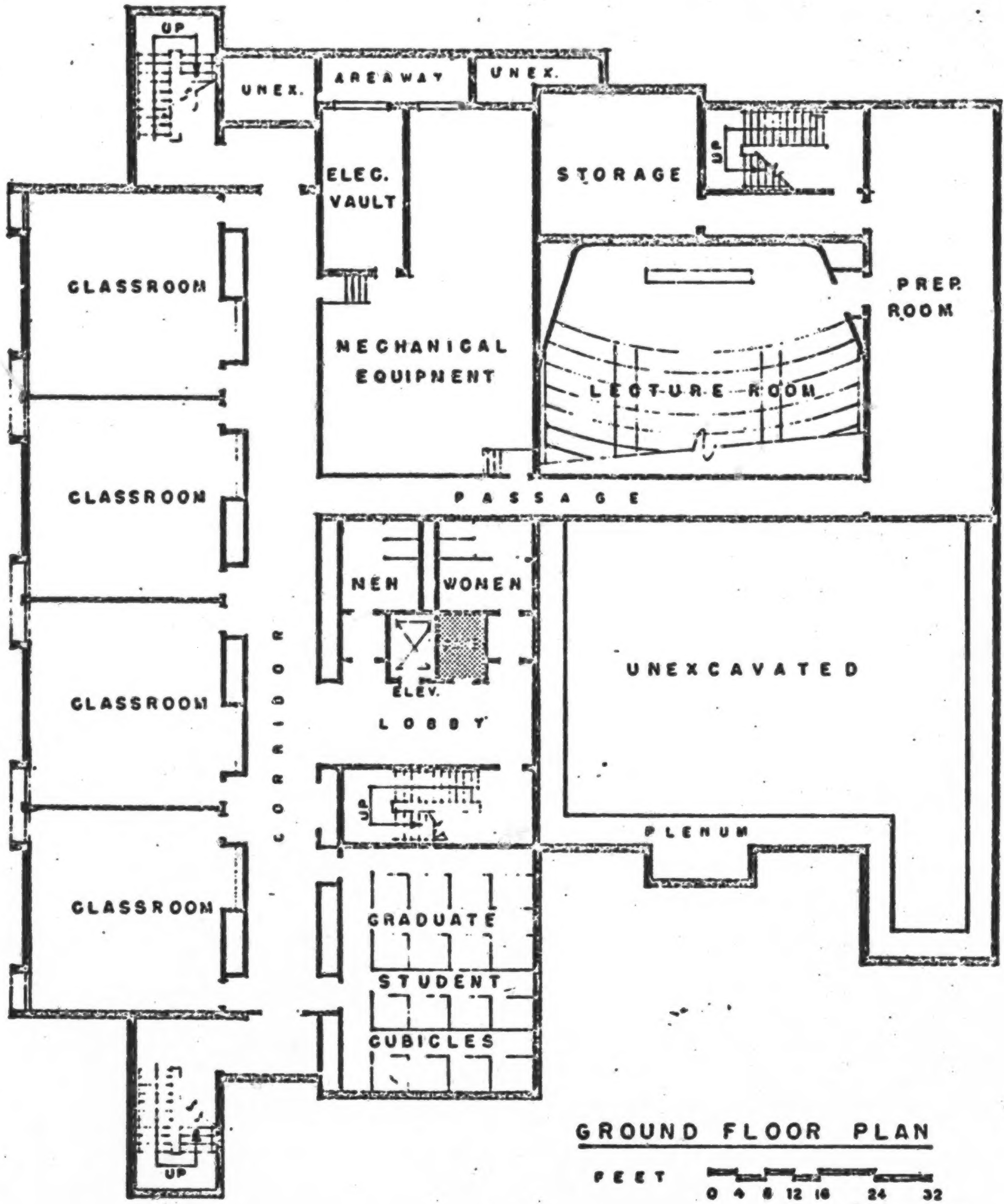
FIRST FLOOR PLAN

c. **Description**

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. **Limitations**

Deductions should not be made for columns and projections necessary to the building.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STUDENT
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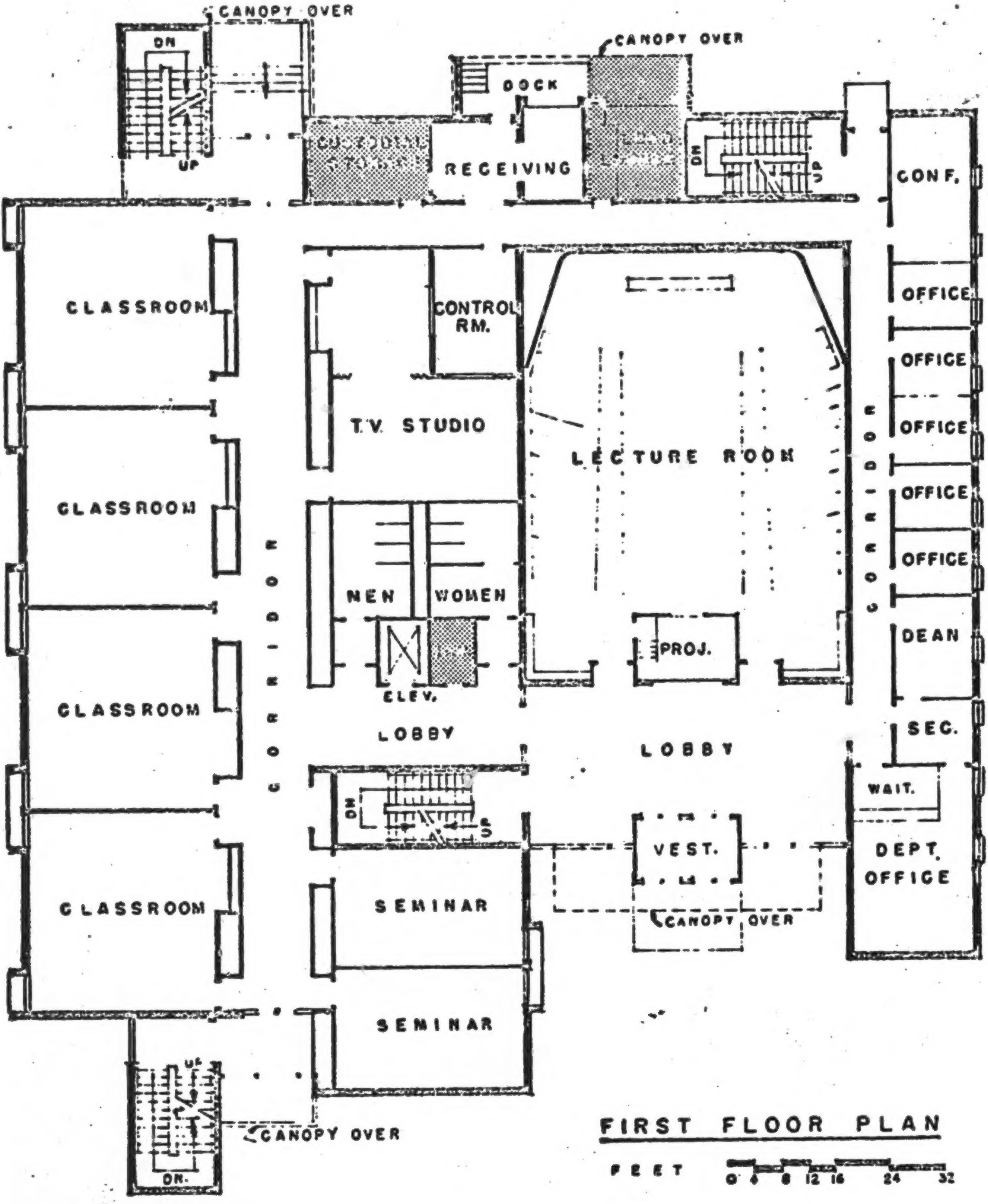
GROUND FLOOR PLAN
FEET
0 4 8 12 16 24 32

3. Custodial Area
   a. Definition

      "Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection care, maintenance, and operation.

   b. Basis for Measurement

      These areas should be measured from the inside surfaces of enclosing walls.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FIRST FLOOR PLAN
FEET
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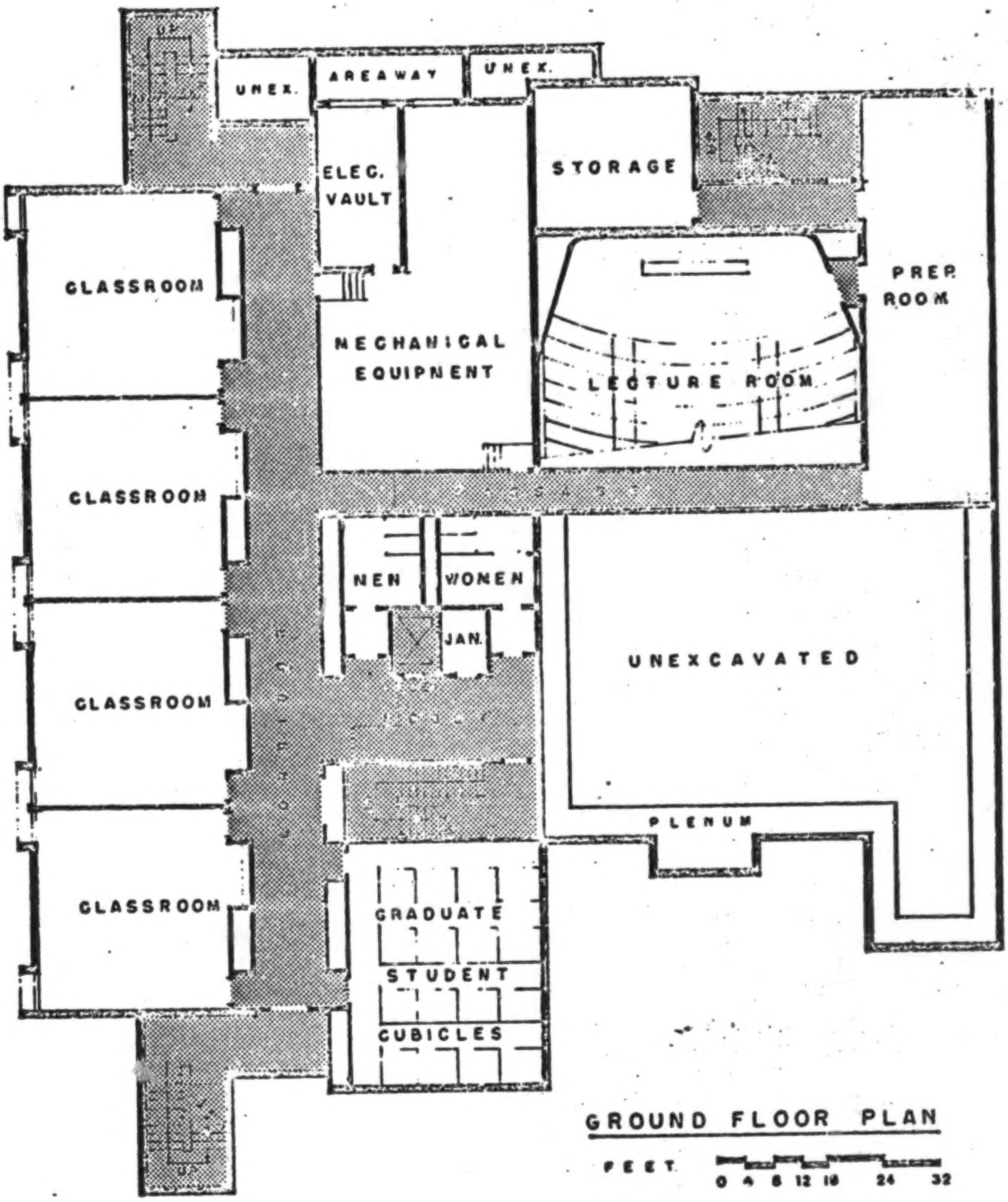
c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN
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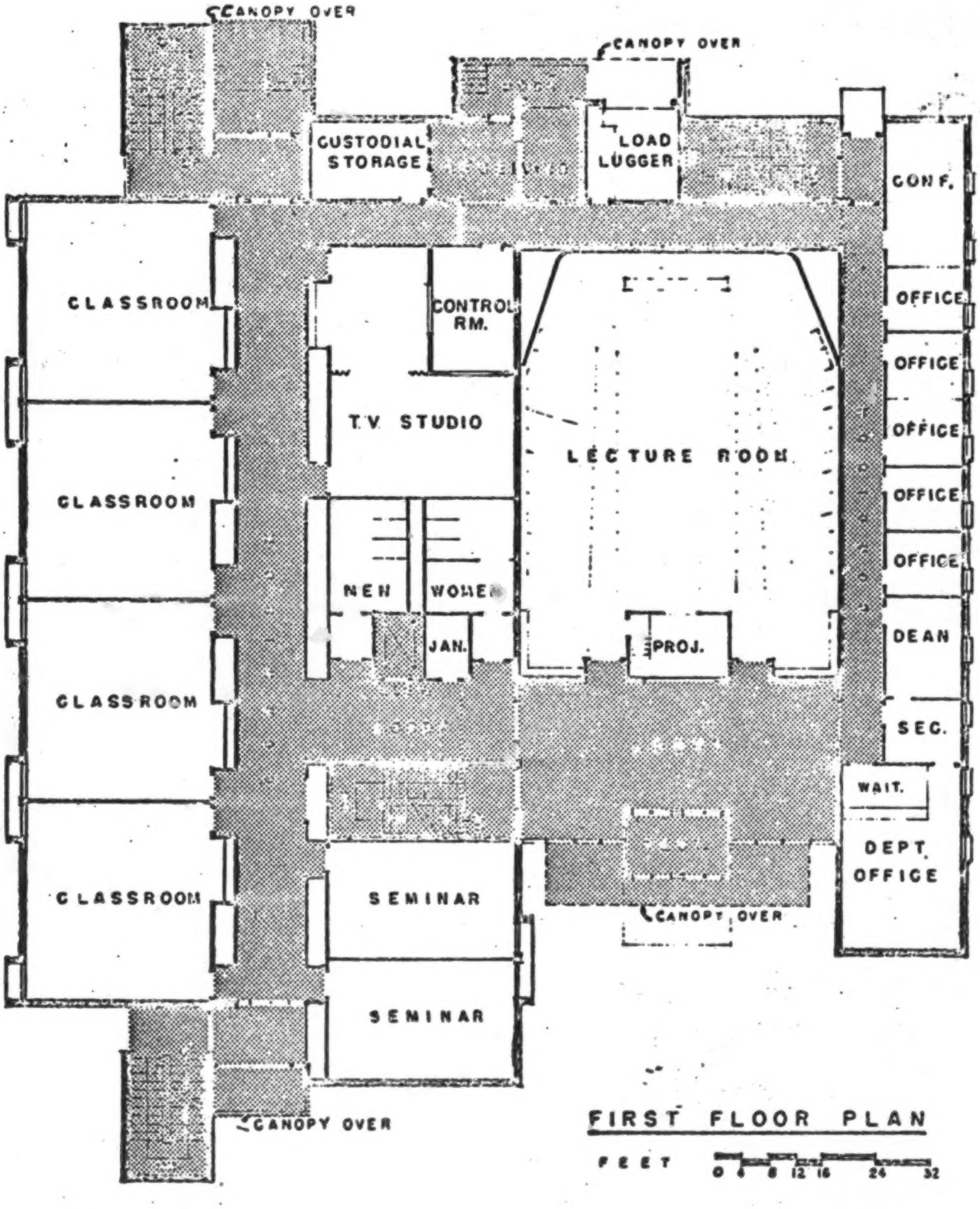
4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.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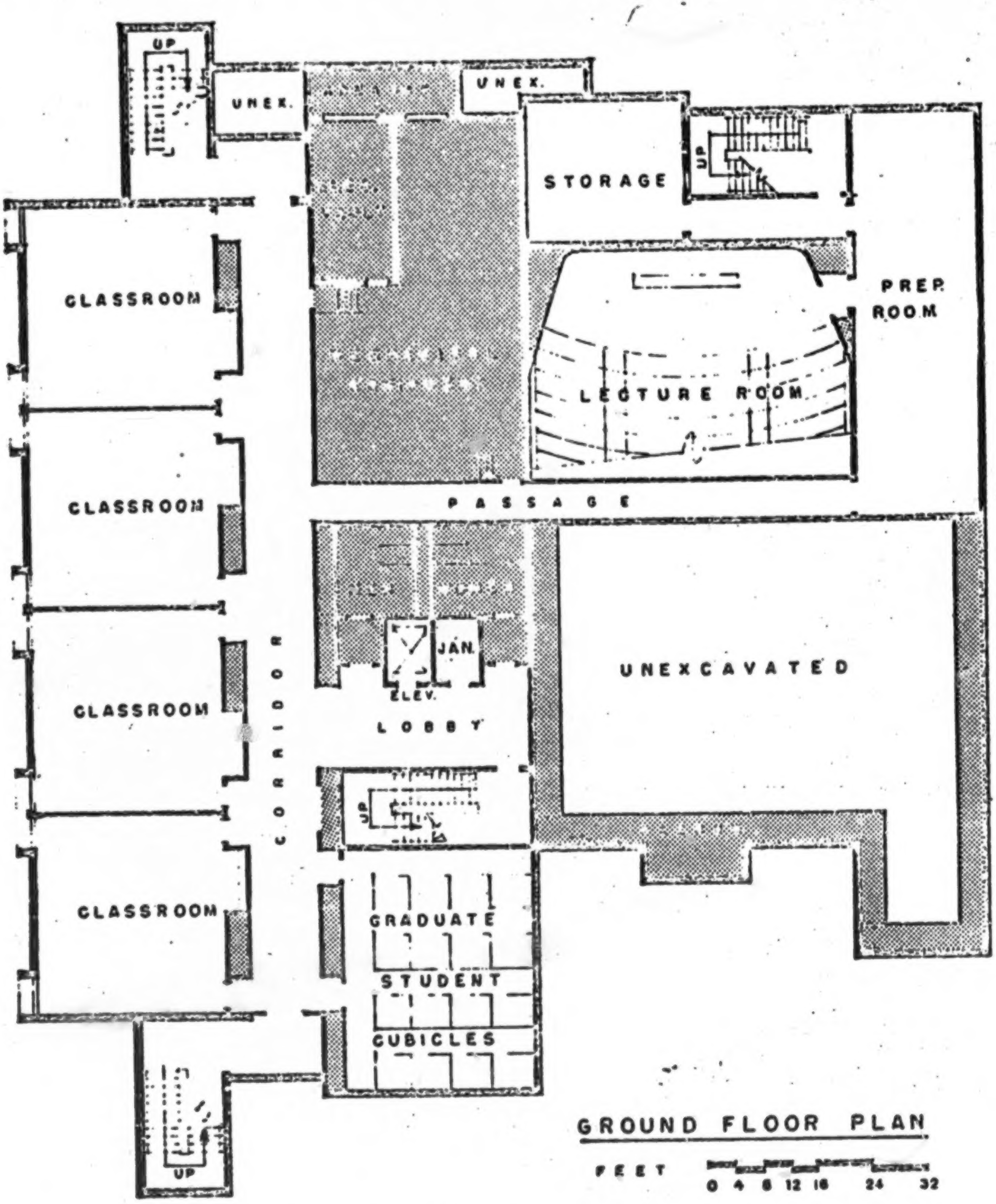
c. Description

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.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GRADUATE
STUDENT
CUBICLES
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0 4 8 12 16 24 32

GROUND FLOOR PLAN

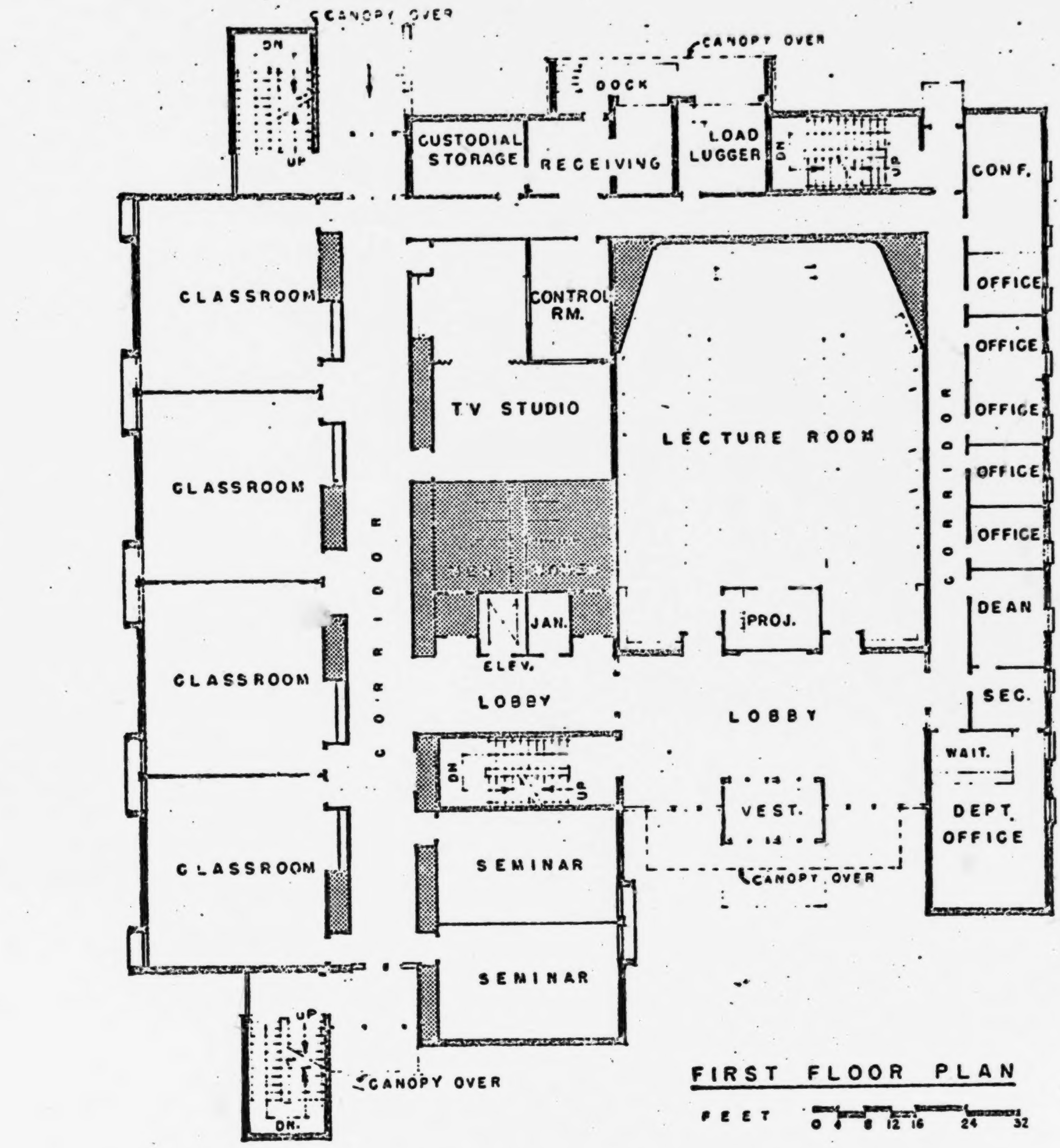
5. Mechanical Area

a. Definition

"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement

Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.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FEET
0 4 8 12 16 24 32

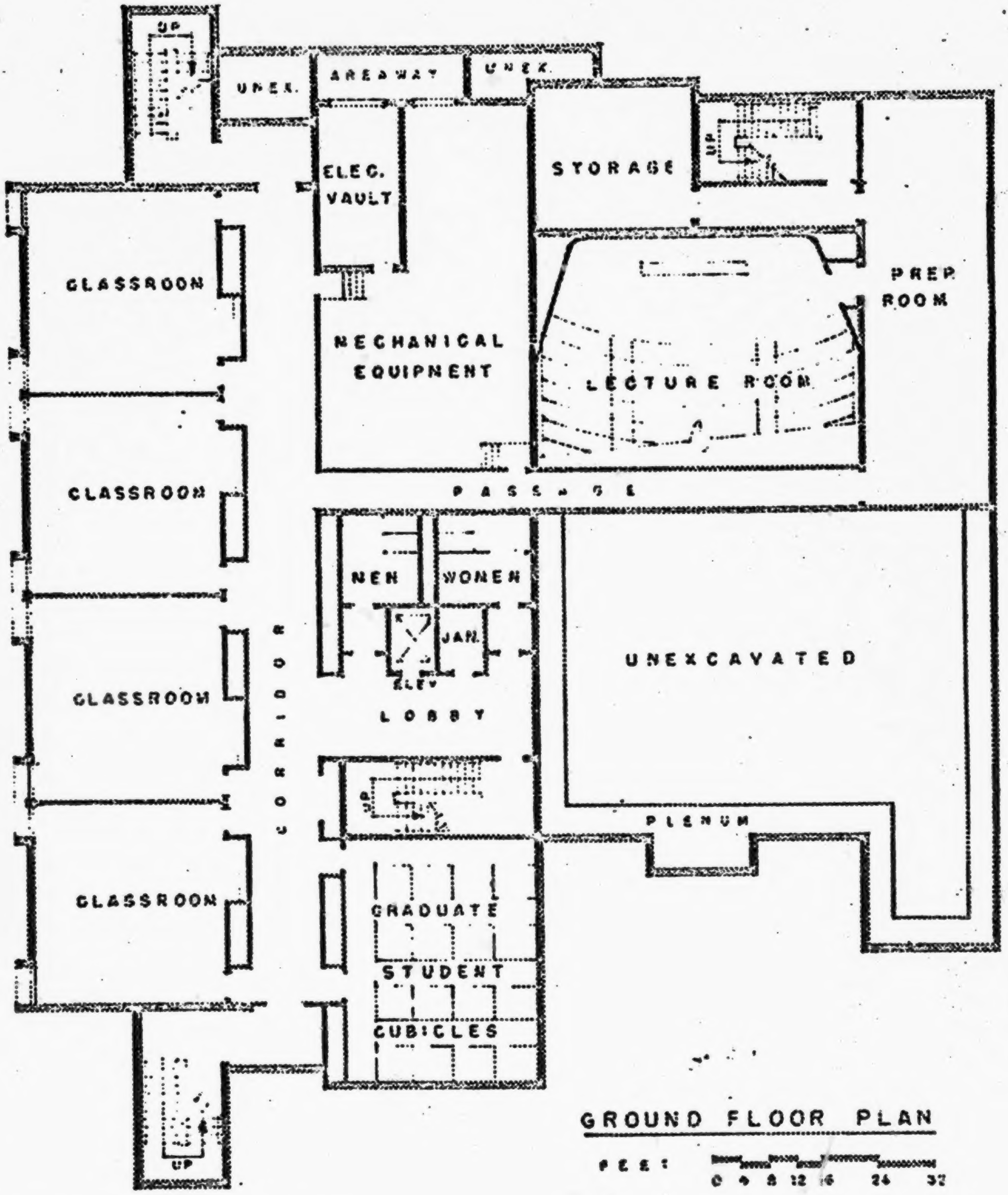
FIRST FLOOR PLAN

c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.


UP
UNEX.
AREAWAY
UNEX.
ELEC. VAULT
STORAGE
UP
PREP ROOM
CLASSROOM
MECHANICAL EQUIPMENT
LECTURE ROOM
PASSAGE
CLASSROOM
MEN
WOMEN
JAN.
ELEV
UNEXCAVATED
CLASSROOM
CORRIDOR
LOBBY
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

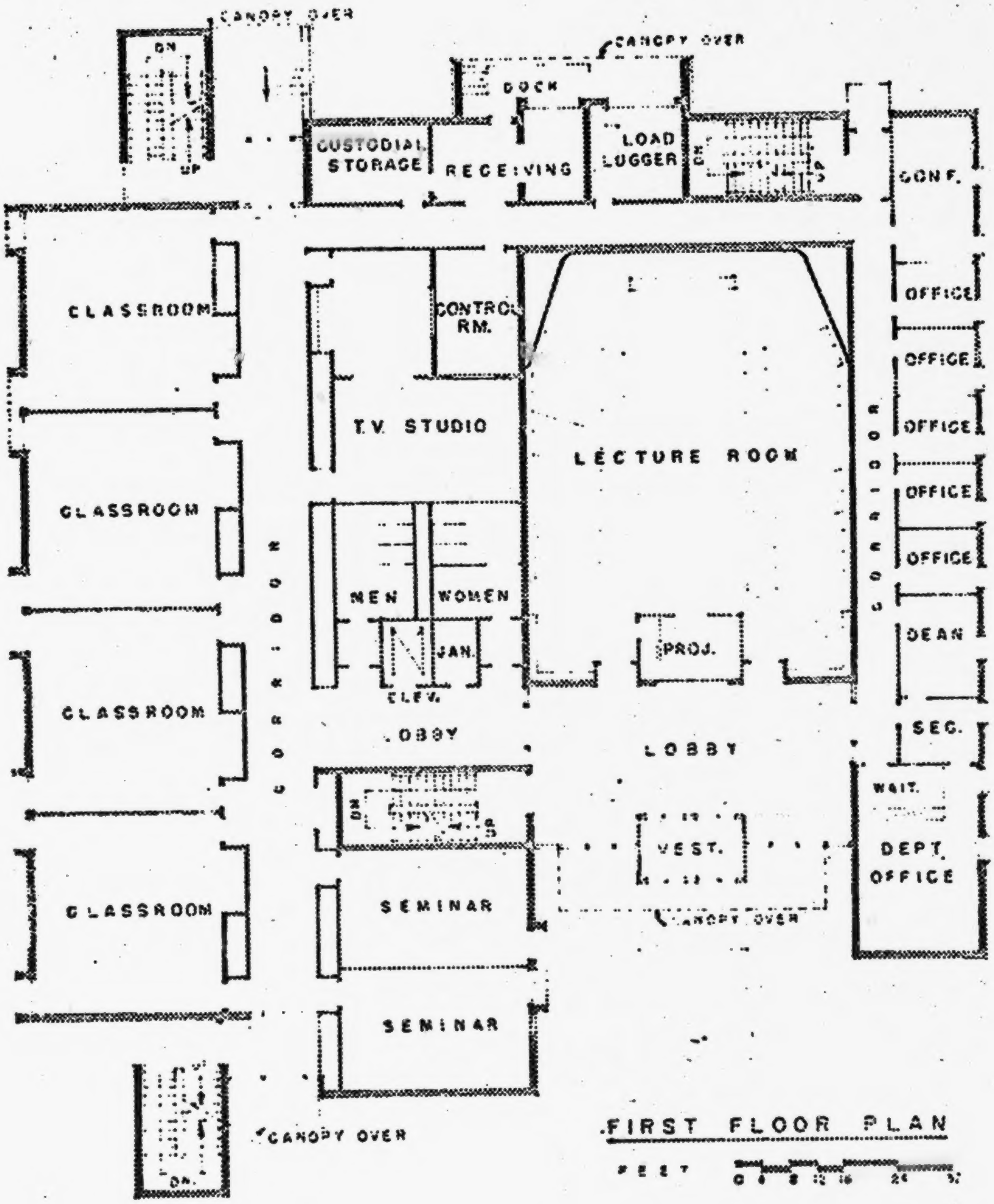
6. Construction Area

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.



CANOPY OVER
CANOPY OVER
DN
UP
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
LECTURE ROOM
OFFICE
CLASSROOM
OFFICE
CORRIDOR
MEN
WOMEN
CORRIDOR
PROJ.
DEAN
JAN.
ELEV.
CLASSROOM
LOBBY
LOBBY
SEC.
WAIT.
DN
VEST.
DEPT. OFFICE
CANOPY OVER
CLASSROOM
SEMINAR
SEMINAR
CANOPY OVER
DN.
FEET
0 4 8 12 16 24 32

FIRST FLOOR PLAN

c. Description

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. Computation of Construction Area

Gross Area	34,578	Square Feet	100.0%
Net Assignable	15,596		45.1
Circulation	10,385		30.0
Custodial	577		1.7
Mechanical	4,186		12.0
Construction	3,834	Square Feet	11.2%

APPENDIX C

STANDARD CLASSIFICATION
of
ROOM TYPES

STANDARD CLASSIFICATION OF ROOM TYPES--SUMMARIZED

100 CLASSROOM FACILITIES

  110 Classroom
  115 Classroom Service

200 LABORATORY FACILITIES

  210 Class Laboratory
  215 Class Laboratory Service

  220 Special Class Laboratory
  225 Special Class Laboratory Service

  230 Self-Study Laboratory
  235 Self-Study Laboratory Service

  250 Non-Class Laboratory
  255 Non-Class Laboratory Service

300 OFFICE FACILITIES

  310 Office
  315 Office Service

  350 Conference Room
  355 Conference Room Service

400 STUDY FACILITIES

  410 Study Rooms

  420 Stack

  430 Open-Stack Reading Rooms

  440 Library Processing Rooms

  455 Study Facilities Service

500 SPECIAL-USE FACILITIES

510 Armory Facilities
515 Armory Facilities Service

520 Athletic-Physical Education Facilities
523 Athletic Facilities Spectator Seating
525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio, TV Facilities
535 Audio-Visual, Radio, TV Facilities Service

540 Clinic Facilities (Non-Medical)
545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities
555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special-Use Facilities
595 Other Special-Use Facilities Service

600 GENERAL-USE FACILITIES

610 Assembly Facilities
615 Assembly Facilities Service

620 Exhibition Facilities
625 Exhibition Facilities Service

630 Food Facilities
635 Food Facilities Service

640 Health Facilities (Student)
645 Health Facilities Service (Student)

650 Lounge Facilities
655 Lounge Facilities Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities Service

690 Other General-Use Facilities
695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

730 Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

790 Other Supporting Facilities
795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

810 Human Hospital-Clinic Facilities
815 Human Hospital-Clinic Facilities Service

820 Human Hospital-Patient Care Facilities
825 Human Hospital-Patient Care Facilities Service

840 Dental Clinic Facilities
845 Dental Clinic Facilities Service

850 Veterinary Hospital-Clinic Facilities
855 Veterinary Hospital-Clinic Facilities Service

860 Veterinary Hospital-Animal Care Facilities
865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

920 One-Family Dwelling

930 Multiple Family Dwelling

940 Central Food Stores

950 Central Laundry

STANDARD CLASSIFICATION OF ROOM TYPES--DETAILED

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing and dictating laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, statistics laboratories, language laboratories. (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, e.g., basketball, volleyball, badminton, handball, squash courts; boxing, wrestling and weight training rooms; pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITES.

215 Class Laboratory Service

Definition: A room that directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are preparation rooms, balance rooms, cold rooms, stock rooms, dark rooms, chemical and equipment issue rooms, animal rooms, cage washing, feed storage rooms, greenhouses, and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Self-Study Laboratories, or Non-Class Laboratories.

230 Self-Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are individual music practice rooms, self-study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in a self-study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include self-study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Self-Study Laboratory Service

Definition: A room which directly serves a Self-Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Self-Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research (organized or sponsored), and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Self-Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or a Self-Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk or table.

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room also serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. If no other alternative is available, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are mail rooms, file rooms, duplicating rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Centralized duplicating and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized duplicating and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than scheduled classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, cloak rooms, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430 and 910.)

Limitations: This category does NOT include Self-Study Laboratories. A Self-Study Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel).

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as an extension of the activities in such rooms.

Description: Other categories in these TYPES OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces, this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catelogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, dancing studio (P.E. only), weight training, boxing, and wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see next page). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, natatoria, and stadia.

Limitations: This category does NOT include temporary or moveable-seating areas.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control Rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, remedial writing, psychiatric and student counseling clinics.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations. This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, greenrooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas, e.g., architecture, interior design, home economics).

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art and models, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, fountains, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, bakeries, meat processing rooms, food storage rooms, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes X-Ray rooms, examination rooms, bedrooms, emergency rooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, remedial reading and writing clinics, psychiatric and student counseling clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extnesion of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, instrument rooms, sterile supply rooms, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A Lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette, storage, cloak rooms, etc.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilet rooms.

670 Recreation Facilities

Definition: A room used by students, faculty, staff and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, hobby rooms, and TV rooms.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage rooms or closets, cloak rooms, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing--Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION, i.e., independently of this room-type classification.)

715 Data Processing--Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture and/or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, central stores, and property inventory (if not an accounting function).

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). Materials preparation areas in Audio-Vidual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service. Engineering drafting rooms serving the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas should be included.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description & Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room or structure which is used to store vehicles.

Description: This category includes rooms or structures generally referred to as garages, boat houses, airport hangars, parking ramps, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements.

745 Vehicle Storage Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities. Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurse stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

830 Human Hospital--Clinic Staff Quarters

Definition: A room in the hospital which serves as a temporary living area for hospital staff members.

Description: This category includes rooms generally referred to as doctors', nurses' or resident intern quarters which may either be private rooms or dormitories.

Limitations: This category does NOT include student health care facilities, clinic facilities, nor does it include Veterinary Hospital Clinic Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital--Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as autopsy, elbalming, and casting rooms, examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital--Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, sterilizing rooms, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital--Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

870 Veterinary Hospital--Clinic Staff Quarters

Definition: A room in the hospital used as a temporary living area for hospital staff members.

Description: This category includes rooms generally referred to as doctors' or resident intern quarters which may be private rooms or dormitories.

Limitations: This category does NOT include any other health or clinic facilities as they relate to humans.

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

Definition: A residence designed for unmarried persons.

Description: This category includes all bedrooms, study-bedrooms, non-public bathrooms, dining halls, kitchens, laundry rooms, pressing rooms, and storage rooms in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms. Offices for staff members should be classified as Offices. Study rooms (for general student use, not areas which are part of bedrooms) should be classified as Study Rooms.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff or students.

Limitations: This category does NOT include investment properties which may be rented or leased to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented or leased to non-institutional personnel.

940 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, silverware and linen storage, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores Building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

950 Central Laundry

Definition: A central facility for washing, drying, ironing, and storage of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, storage rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

APPENDIX D

STANDARD CLASSIFICATION
of
ORGANIZATIONAL UNITS

APPENDIX D

STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS

Institutions of higher education vary widely in their administrative organization. Tables of organization for institutions range from colleges with no departmental structure to institutions organized by departments, divisions, colleges, schools, institutes, etc. Examples can also be found of single departments organizationally responsible to two or three larger administrative entities within an institution.

Despite these divergent organizational patterns, certain commonalities may be seen in most tables of organization. Eight broad categories of organizational units may be identified, not all of which may occur in any particular institution:

1) Departments of Instruction and Research
2) Organized Activity Units
3) Organized Research Units
4) Public Service Units
5) Library
6) General Administration and Institutional Services
7) Auxiliary Services
8) Non-Institutional Agencies
9) Unassigned

The first five of these Organizational Units are capable of further subdivision into subject matter areas. These are enumerable; considerations of data summary and analysis require that a manageable grouping be used. Standard

Organizational Units, as described in this Appendix, are considered a broad overall breakdown of an institution's functional organization into eight major units (with one "market basket" category).

Decisions for the assignment of the code designations in this Appendix should be made at an administrative level. The room inventory work card item 8) should be completed after collection of data by the inventory field team.

Note that departmental libraries, not administered by the main, or campus, library, should not be included as library under Organizational Unit.

Following are the codes and definitions of the Organizational Units delineated for this inventory:

1 Departments of Instruction and Research. This includes budgeted research that is organizationally part of an instruction-and-research department, regardless of the sources of funds or other budgetary distinctions or considerations. (See also Category 3, below.)

2 Organized Activity Units. Included here are demonstration and practice schools for home economics departments, education departments; teaching hospitals for medical schools; and any other organizationally separate and physically identifiable units which functionally are related to departments and instruction and research or to organized research units.

3 Organized Research Units. Research institutes, laboratories, etc., that are organizationally separate and physically identifiable, regardless of the sources of funds. Do not include here research projects that are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

4 Public Service Units. Included here are extension, adult and/or continuing education, agricultural extension, engineering extension, etc.; also to be included are all other organizationally separate public service units.

5 Library. Include here the main, or campus, library, its branches or their equivalents, including subject field libraries administered by the main library or otherwise professionally staffed, including law libraries, medical libraries, etc., but not informal departmental libraries that are organizationally part of any units in Categories 1-4 above.

6 General Administration and Institutional Services. Include here any activity the primary objective of which is the orderly planning and operation of the instructional, research, and/or public service functions of an institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. This category is intended to include the functions frequently represented by the budget categories of General Administration, General Services, and Physical Plant.

7 Auxiliary Services. To be included here are activities that are characteristically represented by the types of facilities classified by Room Type as "General Use Facilities" and "Residential Facilities" in Appendix C (600 and 900), except to the extent such activities support instruction, research, and/or public service.

8 Non-Institutional Agencies. Include here public or private agencies not under the supervision or control of institutional administration.

9 Unassigned. Include here all areas that are unassigned at the time of the inventory because of the nature of the space or because of its present condition.

NOTE: Each Organizational Unit in Categories 1-5, previous page, is to be classified and coded according to the Standard Classification of Subject Fields in Appendix E. The following categories of Organizational Units are not to be classified by Subject Fields.

APPENDIX E

STANDARD CLASSIFICATION
of
SUBJECT FIELDS

APPENDIX E

STANDARD CLASSIFICATION OF SUBJECT FIELDS

The classification of rooms by subject field requires the grouping of disciplines into eight general subject fields; each field is further divided into sub-categories. Each sub-category has been left extendable for use by institutions.

Decisions on the code to be entered in item 5) of the Room Inventory card should be made at the administrative level after the field survey is complete.

For subject fields too broad for specific identification in this classification system, the nearest, most appropriate code should be used with 9 as the last digit. However, units that represent two or more subject fields (e.g., university honors, inter-disciplinary lectures, etc.) should be coded 110.

The subject field code 199 should be used for rooms classified as classroom facilities (cf. Appendix C, Room Type, codes 110 and 115). This code should be used regardless of any departmental assignment indicated in the institutions's records; in this way, classrooms and classroom service rooms will be consistently included from the subject field data of all institutions. The subject field of all other general assignment rooms for Departments of Instruction and Research should be coded 110 if no more specific coding is appropriate.

STANDARD CLASSIFICATION OF SUBJECT FIELDS--SUMMARIZED

100 GENERAL OR UNCLASSIFIED FIELDS

110 General
120 Unclassified
199 Classroom Facilities

200 LIFE SCIENCES

210 Biological Sciences
220 Agricultural Sciences
230 Health Sciences
231 Medicine
232 Veterinary Medicine
233 Dentistry
234 Nursing
235 Pharmacy
236 Public Health
239 Other Health Sciences

300 M.C.P.E. SCIENCES

310 Mathematical Sciences
320 Computer Sciences
330 Physical Sciences
340 Engineering Sciences

400 BEHAVIORAL SCIENCES

410 Psychology
420 Social Sciences

500 HUMANITIES

510 Fine Arts
520 Letters

600 PROFESSIONS

610 Administrative Professions
620 Education
630 Environmental Design
640 Home Economics
650 Law
660 Social Work
670 Theology
690 Other Professions

700 TECHNICAL-VOCATIONAL FIELDS

705 Agricultural Technologies
710 Apparel Design or Fabrication
715 Business Technologies
720 Construction Technologies
725 Engineering & Industrial Technologies
730 Graphic Arts Technologies
735 Health Technologies
750 Public Service Technologies
760 Transportation Technologies
790 Other Technical-Vocational

800 PHYSICAL EDUCATION & MIL. SCIENCES

810 Physical Education
820 Military Sciences

STANDARD CLASSIFICATION OF SUBJECT FIELDS--DETAILED

100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 110 General: Identifiable but broader than any category below.
- 120 Unclassified: Not identifiable.
- 199 Classroom Facilities: See introduction to this Appendix.

200 LIFE SCIENCES

- 210 Biological Sciences: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 220 and 230.)
- 220 AGRICULTURAL SCIENCES: As above but in an agricultural college or school, including forestry but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 232, 340, 420, 620, 640, and 705.)
- 230 HEALTH SCIENCES: (Professional level; see also 735.)
    - 231 MEDICINE: All basic medical sciences and clinical specialties.
    - 232 VETERINARY MEDICINE
    - 233 DENTISTRY
    - 234 NURSING
    - 235 PHARMACY
    - 236 PUBLIC HEALTH
    - 239 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.

300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, and Engineering)

310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

320 COMPUTER SCIENCES: Includes information and computing sciences.

330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, architectural, ceramic, chemical, civil, construction, electrical, electronic, general, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc. (See also 725.)

400 BEHAVIORAL SCIENCES

410 Psychology

420 Social Sciences: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., inter-disciplinary studies of geographically defined areas.

500 HUMANITIES

510 Fine Arts: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 730.)

520 Letters: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 670); speech if not primarily dramatic arts; journalism if not a professional school (see also 690).

600 PROFESSIONS (Professional schools not included above.)

610 Administrative Professions: Business administration, institutional administration, public administration, etc. (See also 715.)

620 Education: Includes agricultural education, business education, etc.

630 Environmental Design: Architecture, landscape architecture, urban and regional planning, etc.

640 Home Economics: Includes departments which are not in a professional school; includes departments of agricultural colleges.

650 Law

660 Social Work

670 Theology: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs such as the Higher Education Facilities Act of 1963 and subsequent related legislation.

690 Other Professions: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

700 TECHNICAL-VOCATIONAL FIELDS

705 Agricultural Technologies

710 Apparel Design or Fabrication Technologies

715 Business Technologies: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

720 Construction Technologies: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

725 Engineering and Industrial Technologies: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

730 Graphic Arts Technologies: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

735 Health Technologies: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

750 Public Service Technologies: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

760 Transportation Technologies: Automotive, aviation, heavy truck, and other transportation technologies.

790 Other Technical-Vocational Fields

800 PHYSICAL EDUCATION AND MILITARY SCIENCES

810 Physical Education: Includes health and recreation education as in "HPER" departments; excludes intercollegiate athletics if organizationally separate.

820 Military Sciences: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and the equivalent.

APPENDIX F

STANDARD CLASSIFICATION
of
FUNCTIONS

APPENDIX F

STANDARD CLASSIFICATION OF FUNCTIONS

The fourth dimension is the most difficult dimension to grasp, since it relies upon conceptual judgment.

The categories within function bear close resemblance to the categories within organizational unit. This is as it should be, since the functional dimension is a more meaningful way of expressing the same thing, i.e., the portions of institutional space supporting the various outputs of the institution.

In the near future, most agencies to which you report data will abandon the organizational-chart-oriented organizational unit categories and rely entirely upon the more conceptual functional categories.

The two dimensions are quite similar at this time. In fact, the categories 040-080 in this Appendix conform exactly to the categories 5 through 9 of Appendix D. In these cases, item 4 on the card form can be used to code both dimensions.

The major area in which the Functional categories depart from Organizational Unit categories are the areas of instruction, research and public service.

Institutions may elect to use a variety of techniques in the application of the function classification to physical facilities. To the extent possible, individual rooms should be identified by function. It is recognized, however, that some institutions may find it difficult, if not impossible, to identify all rooms by a single function due to their multiple use or to the variety of programs served by the personnel housed therein.

Appropriate techniques should be developed by each institution for the allocation of such areas to the appropriate institutional functions. The allocation of space among two or more functions may be made according to budgetary support, type of space, departmental assignment, division of effort, hours of use or combinations of these techniques. Such allocation may be made with regard to individual rooms, rooms of a specific type, or rooms assigned to a specific department.

STANDARD CLASSIFICATION OF FUNCTIONS--SUMMARIZED

010	Instruction
020	Research
030	Public Service
040	Library
050	General Administration and Institutional Services
060	Auxiliary Services
070	Non-Institutional Agencies
080	Unassigned
	081 Inactive
	082 Alteration or Conversion
	083 Unfinished

STANDARD CLASSIFICATION OF FUNCTIONS--DETAILED

010 INSTRUCTION: Any activity the primary objective of which is the transmission or dissemination of knowledge to college students on a group or individual basis, including that portion of graduate instruction involving organized classes for which credit is awarded.

Examples of the types of rooms often wholly allocated to this function are classrooms, class laboratories, and related service facilities. Areas used for "organized activities relating to educational departments" such as laboratory schools and demonstration facilities should also be included here, except to the extent allocable to research and/or public service.

020 RESEARCH: Any activity the primary objective of which is the discovery or application of knowledge, including the research activities engaged in by students as a part of their graduate training.

Examples of the types of rooms often wholly allocated to this function are non-class laboratories, offices assigned to research personnel, and related services facilities.

030 PUBLIC SERVICE: Any activity the primary objective of which is to make available to the general public the benefits of the instructional and/or research activities of an institution of higher education. This definition is intended to include activities of a cultural nature as well as activities frequently described as "extension" or "adult and continuing education."

Examples of the types of rooms wholly allocable to this function are classrooms and offices used exclusively for extension or continuing education programs.

040 LIBRARY: The orderly collection, storage and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of a "Director of Libraries" and are available for use by more than one department within an institution of higher education should be included in this category.

050 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES: Any activity the primary objective of which is the orderly planning and operation of the instruction, research, and/or public service functions of an institution of higher education in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. For the purposes of this classification system, this category is intended to include the functions represented by the budget categories of General Administration, General Services, and Physical Plant.

060 AUXILIARY SERVICES: Activities which are characteristically represented by the types of physical facilities classified by Room Type as "GENERAL-USE FACILITIES" and "RESIDENTIAL FACILITIES" in Appendix C except to the extent such activities support instruction, research and/or public service.

070 NON-INSTITUTIONAL AGENCIES: Public or private agencies not under the supervision or control of the institutional administration.

080 UNASSIGNED: All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

081 Inactive Space: Included in this category are areas which are available for assignment to one of the above functions but are unassigned at the time of the inventory.

082 Alteration or Conversion: Included in this category are areas which are temporarily out of use because they are under alteration or conversion.

083 Unfinished; Included in this category are areas in new buildings or additions to existing buildings which are unfinished at the time of the inventory.

APPENDIX G

FIELD SURVEY TEAM DIRECTIONS

APPENDIX G

FIELD SURVEY TEAM DIRECTIONS

For the accurate measurement and recording of data in the Building and Room Inventories, certain directions, materials, etc., are necessary. Following are directions for completing the Building and Room Inventory cards forms shown on the next two pages.

You are to complete a Building Inventory card for every building on your campus. You are to complete a Room Inventory Card for every room on your campus--even if in some buildings all, or most, of the rooms are identical.

Please be certain that you understand exactly what you are to measure and record. Become completely familiar with your portion of the Inventory.

When entering words describing something, make certain that what you write is legible and accurate. When entering numbers on the card forms, always enter them from right to left.

The items you are to record on the Building and Room Inventory card forms are discussed on the following pages. In the Building Inventory, you are to record data for items 15-32; in the Room Inventory, you are to record data for items 1-3, 5-7, and 9-11.

Materials

You will need the following materials for your inventory activities:

--One or more clip boards with note paper for figuring footages, etc.

--A metal tape measure, preferably fifty feet in length.

--A supply of Building and/or Room Inventory Cards.

--These field survey team directions.

--Copies of all the Appendices and/or code listings referred to below.

BUILDING INVENTORY

) Bldg No ☐☐☐☐ 2) Bldg Name ☐☐☐☐☐☐☐☐☐☐

3) Inst Ident ☐☐☐☐ 4) Ownership ☐ 5) Initial Occupancy ☐☐☐☐☐

6) Cur Est Replcmnt Val ☐☐☐☐☐☐☐ 7) Actl Captl Investment ☐☐☐☐☐☐☐

8) Funds ☐☐ 9) Constr Costs ☐☐☐☐☐☐☐ 10) Furn's Costs ☐☐☐☐☐☐☐

1) Other Project Costs ☐☐☐☐☐☐☐ 12) Fallout Shltr ☐ 13) Funct Type ☐☐☐

4) 2nd Funct ☐☐☐ 15) Constr Type ☐ 16) Tot Int Sq Ft ☐☐☐☐☐☐☐☐

7) Cust Sq Ft ☐☐☐☐☐☐☐ 18) Circ Sq Ft ☐☐☐☐☐☐☐

9) Mech Sq Ft ☐☐☐☐☐☐☐ 20) Constr Sq Ft ☐☐☐☐☐☐☐ 23) No. Flrs ☐☐

21) Gross Sq Ft ☐☐☐☐☐☐☐ 22) Assign Sq Ft ☐☐☐☐☐☐☐

24) Flr Type ☐☐☐ 25) Basements, Attics ☐☐☐ 26) Bldg Cond ☐ 27) Heat'g ☐

28) Cooling ☐ 29) Elevators ☐☐ 30) Roof Type ☐ 31) Roof Cond ☐

32) Other: ____.

Name of Surveyor ______________________________. Survey Date ____________________.

Building Inventory

Items 1-14--ENTER NOTHING HERE

Items 15-22--Consult the attached Standard Classification of Building Areas for instructions on determining the square footage of these kinds of areas. Enter your computations in the appropriate spaces from right to left. When computing square feet, round off your figures by tenths of feet, e.g., if an area you measure has dimensions of 12'6" x 10'6", the square footage is 131'4". You would enter the footage as 0000131. If the measurements of a room produce 131'7", you would enter 0000132.

Items 23-31--Enter the most appropriate codings after consulting the attached code listings.

Item 32--Self-explanatory.

ROOM INVENTORY

1) Bldg Ident ☐☐☐☐ ☐☐☐☐☐☐☐☐☐☐ (No) (Name) 2) Room Number ☐☐☐☐

3) Room Type ____________________. 4) Org Unit ____________________.

5) Subject Field ____________________. 6) Function ____________________.

7) Physical Data: Stations ☐☐☐☐ | Floor Type ☐ | Floor Area ☐☐☐☐☐☐

Lgtng ☐ | Seatng ☐ | Spec Features ☐ | Assign Sq Ft ☐☐☐☐☐☐ | Ceiling Type ☐

8) Administrative Coding:			
Room Type	Org Unit	Subj Field	Function
☐☐☐_ _ _	☐_ _ _ _ _ _	☐☐☐_ _ _	☐☐☐_

9) Date of Survey ____________. 10) Surveyor ____________________.

11) Notes:

Please sketch this room on the back of the card.

Room Inventory Card Form

Items 1-2--Self explanatory

Items 3, 5, & 6--Enter words best describing the type of room, the subject field(s) taught (if any) in the room, and the function(s) the room serves on these lines; consult the attached Appendices for guidance in making these determinations.

Item 7--Enter the appropriate codings and footages after consulting the attached code lists.

Items 9-11--Self-explanatory.

PLEASE SKETCH THE ROOM ON THE BACK OF THE CARD